

## 2021 Parent Camper Handbook

This handbook has been put together in order to help parents and campers prepare for an exciting experience with us at Camp Marshall. We recognize that parents and children have many choices when choosing a summer program and we appreciate you giving us the opportunity to provide a fun, safe, and supportive environment in which to grow. Please read this handbook carefully and contact us if you have any further questions.



**Please note:** There have been some changes to this handbook from years past due to added health safety protocol. If you are a returning camper we ask that you read through all materials. Should you have any questions please feel free to reach out to our office. Thank you.

*As a reminder, please leave your pets at home for camper drop off and pick up as we are not able to have dogs or other pets on property during camp sessions.*

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**CIT/LIT Registration:** Please arrive between 12:00-1:00. CIT/LIT's and parents will report to Andrews Hall upon arrival. Arriving CIT/LIT's will be directed by staff to line up in their vehicles in the parking lot in front of Andrews Hall. Please stay in line and in your vehicle, moving forward with the line until otherwise directed by camp staff as to assist us maintain social distancing. Camp staff will attend to each vehicle in order to check in CIT/LIT's checking necessary forms and paperwork. CIT/LIT's will be given their cabin assignments at this time. CIT/LIT's and parents will then move in their vehicles to the lice and temperature check station where pre-camp health screening form will be dropped off. CIT/LIT's who need to visit the Health Care Supervisor/Nurse can proceed to the Nurse check station and they will review necessary health forms, medications forms, and take any medications as needed. CIT/LIT's who need further assistance can stop at the help table to speak with the Camp Director and office staff. Once check in is complete, CIT/LIT's and parents will be directed to the parking lot across the street where cabin counselors will meet with the CIT/LIT's and direct them where luggage can be placed in order to get it to their cabins. Parents should depart from this area as we are making efforts to reduce foot traffic in the cabins this year to only those residing in them. Rest assured that counselors and staff will assist campers in getting belongings to the cabins and setting up their space. Swim tests will be given to all CIT/LIT's on Sunday afternoon.

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**Sunday Horse Camp Registration:** If you are bringing your own horse to camp, Please arrive at the barn area with your horse between 12:00pm-1:00pm. All horses must be unloaded and on property by 1:00pm. All horse paperwork must be returned to camp at least two (2) weeks prior to arrival. Paperwork can be mailed to Camp Marshall at 92 McCormick Road Spencer Ma, 01562 or emailed to our Equestrian Director at [campmarshallequestriancenter@gmail.com](mailto:campmarshallequestriancenter@gmail.com). To protect all of our horses on property, any horse(s) without the proper paperwork submitted will not be allowed off the trailer or to remain on property. After your horse is settled, all horse camp campers may proceed to Andrews Hall between 1:30- 2:30 to check in. Arriving campers will be directed by staff to line up in their vehicles in the parking lot in front of Andrews Hall. Please stay in line and in your vehicle, moving forward with the line until otherwise directed by camp staff as to assist us maintain social distancing. Camp staff will attend to each vehicle in order to check in campers checking necessary forms and paperwork. Campers will be given their cabin assignments at this time. Campers and parents will then move in their vehicles to the lice and temperature check station where pre-camp health screening form will be dropped off. Campers who need to visit the Health Care Supervisor/Nurse can proceed to the Nurse check station and they will review necessary health forms, medications forms, and take any medications as needed. Campers who need further assistance can stop at the help table to speak with the Camp Director and office staff. Once check in is complete, campers and parents will be directed to the parking lot across the street where cabin counselors will meet with the campers and direct them where luggage can be placed in order to get it to their cabins. Parents should depart from this area as we are making efforts to reduce foot traffic in the cabins this year to only those residing in them. Rest assured that counselors and staff will assist campers in getting belongings to the cabins and setting up their space. Swim tests will be given to all campers on Sunday afternoon. Horse campers will have riding evaluations on Sunday after they have their swimming test.

**Sunday Registration for Mini Campers:** Please arrive between 2:30 - 3:00 pm. Campers and parents will report to Andrews Hall upon arrival. Arriving campers will be directed by staff to line up in their vehicles in the parking lot in front of Andrews Hall. Please stay in line in your vehicle, moving forward with the line until otherwise directed by camp staff as to assist us maintain social distancing. Camp staff will attend to each vehicle in order to check in campers checking necessary forms and paperwork. Campers will be given their cabin assignments at this time. Campers and parents will then move in their vehicles to the lice and temperature check station where pre-camp health screening form will be dropped off. Campers who need to

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visit the Health Care Supervisor/Nurse can proceed to the Nurse check station and they will review necessary health forms, medications forms, and take any medications as needed. Campers who need further assistance can stop at the help table to speak with the Camp Director and office staff. Once check in is complete, campers and parents will be directed to the parking lot across the street where cabin counselors will meet with the campers and direct them where luggage can be placed in order to get it to their cabins. Parents should depart from this area as we are making efforts to reduce foot traffic in the cabins this year to only those residing in them. Rest assured that counselors and staff will assist campers in getting belongings to the cabins and setting up their space. Swim tests will be given to all campers on Sunday afternoon. Horse campers will have riding evaluations on Sunday after they have their swimming test.

*If you are planning on giving your camper the option of completing the week please tell the Camp Director and pack them with enough supplies for the entire week. On Tuesday at lunch we will ask those mini campers if they would like to stay. We will call all parents Tuesday before 3 PM to confirm whether their camper is staying or going home. Pick up will be at dinner on Tuesday between 6:45 and 7:15. If your camper is staying through the week follow Friday pick up procedure.*

**Sunday Registration for Traditional and Military Campers:** Please arrive between 3:00 - 4:00 pm. Campers and parents will report to Andrews Hall upon arrival. Arriving campers will be directed by staff to line up in their vehicles in the parking lot in front of Andrews Hall. Please stay in line in your vehicle, moving forward with the line until otherwise directed by camp staff as to assist us maintain social distancing. Camp staff will attend to each vehicle in order to check in campers checking necessary forms and paperwork. Campers will be given their cabin assignments at this time. Campers and parents will then move in their vehicles to the lice and temperature check station where pre-camp health screening form will be dropped off. Campers who need to visit the Health Care Supervisor/Nurse can proceed to the Nurse check station and they will review necessary health forms, medications forms, and take any medications as needed. Military campers only will proceed to the Military check in table. Campers who need further assistance can stop at the help table to speak with the Camp Director and office staff. Once check in is complete, campers and parents will be directed to the parking lot across the street where cabin counselors will meet with the campers and direct them where luggage can be placed in order to get it to their cabins. Parents should depart from this area as we are making efforts to reduce foot traffic in the cabins this year to only those residing in them. Rest assured that

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counselors and staff will assist campers in getting belongings to the cabins and setting up their space. Swim tests will be given to all campers on Sunday afternoon. Horse campers will have riding evaluations on Sunday after they have their swimming test.

**Monday Registration for Day Campers:** When day campers come in on Monday, between 7:30 to 8:00 am (flag is at 8:00), campers and parents will be directed by staff to line up in their vehicles in the parking lot in front of Andrews Hall. Please stay in line in your vehicle, moving forward with the line until otherwise directed by camp staff as to assist us maintain social distancing. Camp staff will attend to each vehicle in order to check in campers checking necessary forms and paperwork. Campers and parents will then move to the Health Care Supervisor/Nurse and they will review necessary health forms, medications forms, and take any medications as needed, a simple head check will also be done. Campers will be given their cabin assignments at this time. Campers will head to meet the staff and enjoy a great Camp Marshall breakfast to start their day. *Horse Day Campers will have their evaluations on Monday Morning after breakfast.*

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**Camp Store:** The camp store will be open periodically throughout the camp sessions. Parents are asked to create an account online for their camper, campers should not have money in their cabin. Each camper then has their own account created and is processed each day, to avoid overdraft. Limited camp apparel is also available at this time. Parents can authorize additional funds to be added to the child's account throughout the week as needed. The full line of camp apparel can also be purchased online at [www.campmarshall.net](http://www.campmarshall.net) through our Camp Store link.

**Programs & Activities:** A week at Camp Marshall in the Traditional or Equestrian programs offers a variety of programs and activities. Cabin groups will have an opportunity to try a variety of activities throughout the camp week as well as opportunities to revisit their favorite activities. In order to maintain cohorts and social distancing guidelines, activities will be scheduled in rotating blocks. Activity blocks allow groups to experience a variety of camp activities as well as choose how they would like to spend some activity blocks. For traditional campers, every day they will attend Camp Counselor Challenge (STEAM activities), Agriculture 101 (Farm Barn, Farm Products, Horticulture 101), Nature Exploration (Hike, River Walk, Edible Plants) and Sports and Games (Gaga, Human foosball, Nuke 'em, Archery, Riflery, and more) Equestrian campers will have one block a day to choose from these traditional

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activities. All groups will attend a water block each day with a minimum of 3 swim blocks a week weather permitting. Water blocks rotate between water games, swimming and boating. In keeping with cohort guidelines, cohorts will not mix at waterfront.

**Unexpected Weather and Extreme Heat:** Unfortunately, we at Camp Marshall cannot control the weather. We do our best to keep our daily schedule for all our programs but must put the safety of our campers and horses first. We reserve the right to rearrange the schedule as needed according to the weather each day of camp. Campers may miss out on water activities due to thunder or rain. Equestrian campers will not be allowed to ride during thunderstorms, extreme heat or any other questionable weather circumstances. The safety of our campers and horses is our top priority. We try very hard to ensure the maximum amount of riding time for all campers. However, in the event of cancelled riding lessons, campers will be given a variety of options for other horse-related activities including tack cleaning, horse bathing, extended barn class, viewing a horse themed film, and possibly the chance to participate in water games or extra swim time.

**Living Accommodations:** Our rustic cabins do not have electricity. Cabin assignments are made in the best interest of the camp, your camper, and other campers. Cabin assignments are completed the week prior to each session and campers are assigned to cabins by their age and program. Cabins will have at least one staff member per cabin. Staff do their best to accommodate cabin mate requests but they are never guaranteed. Cabin Mate requests must be made by both/all campers in the same program, no more than one year apart in age. Cabin mate requests must be sent in with applications. CITs are not allowed to make cabin mate requests, as living with various age groups is a requirement of their training.

**Homesickness:** Spending the night away from home and parents is a significant milestone and rite of passage that is important for children to achieve. Camp is a perfect environment to do this! We recognize, however, that some campers will struggle with feelings of homesickness from time to time.

1. First, please do not promise your camper that if they do not wish to stay at camp that they can call you and you will come immediately to pick them up and bring them home. By making such a promise, the message is sent that you believe that your camper is unable to achieve this very important goal and their focus will be on going home rather than enjoying camp.



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2. Second, take the time to talk about camp with your camper and what they can expect during their time with us. Talk about the daily schedule, food offerings, programs, and extra activities. A visit to camp prior to their week would be a good experience to help prepare for their upcoming week away from home. Familiarity with camp will increase their comfort level and decrease the chance of her becoming homesick. We offer several Open Houses leading into the camp season.
3. Third, send a few familiar objects with your camper such as a favorite blanket, pillow, or stuffed animal. This will certainly make your child more comfortable while at camp. In our experience, campers display more signs of homesickness at night when they are tired and not as busy. Keeping the bedtime routine as similar to home as possible by sending these objects could be the key to a successful week at camp for your camper.
4. Lastly, practice spending time apart by organizing sleepovers prior to camp. Sleepovers with friends and family can be a great stepping stone towards longer stays at camp. If they have a phone or other device, have them leave it at home. This can be a great way to prepare for not having direct or constant contact.

Staff members are trained in how to communicate effectively with children who are struggling with homesickness and will do everything in their power to make your camper comfortable and happy. If our efforts do not appear to alleviate these symptoms, the Camp Director will determine whether we need to contact you to see how you want us to proceed. We will make late night phone calls to parents only in instances of physical illness. Refunds for homesickness are not issued.

**Miscellaneous:** Please inform your campers cabin counselor if they have a habit of bedwetting so we can make their stay as comfortable as possible and ensure they have a dry bed each night.

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### What to Bring to Overnight Camp

- Please label everything!
- We are outside in all weather as long as it is safe. Please bring plenty of outdoor clothes/shoes and pay attention to the weather forecast.

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### Personal items

- Large towels (2), Washcloth or loofah, Comb/Hairbrush
- Toothpaste and a toothbrush, Soap, Body Wash
- Shampoo, Deodorant, Insect repellent (**no** aerosol spray cans)
- Sunscreen, Chapstick, Personal size hand sanitizer
- Water bottle- Labeled
- Flashlights w/ extra batteries (There is no electricity in the cabins)
- Face coverings, please pack a **minimum** of one for each day of camp. A clean, unused facemask should be worn each day. Please write your campers name in facemasks to avoid confusion. (Double or triple layer fabric style recommended as is the current recommendation from the CDC)

### Clothing

- T-shirts
- Sweatshirts, Light jacket
- Shorts
- Long pants (Equestrian campers will need multiple pairs for riding, riding pants preferred - if not jeans are acceptable, please no sweatpants.)
- Socks
- Underwear
- Pajamas, Nightshirt
- Bathing suits, Swimming trunks
- Hat/Bandana
- Wednesday night apparel per theme week
- Rain gear, Umbrella

### Footwear

- Sneakers, closed toe/closed heel (required)
- Rain boots
- Flip-flops/Shower shoes (showering and waterfront only)
- Boot with a sturdy ½-1 inch heel, closed toe/closed heel (Equestrian only)

### Bedding

- Sleeping bag or sheets and blankets (sheets are suggested)
- Pillow and pillowcase

### Miscellaneous (Optional)

- Inexpensive camera

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- Writing paper, envelopes, stamps, pen
- Laundry bag
- Clothesline, Clothespins

There are no laundry facilities available to campers, please plan ahead and pack enough items as clothes should only be worn once and the expectation that all dirty or soiled laundry will be added to the campers laundry bag daily.

### What to Bring to Day Camp

- Swimsuit
- Water bottle- Labeled
- Extra clothing (at least one spare outfit)
- Towel
- Raincoat
- Hat/Bandanna
- Jacket or sweatshirt
- Sunscreen/Lip Balm
- Flip Flops (optional, Waterfront area only) -
- Insect repellent (no aerosol spray cans)
- Backpack
- Face covering labeled with campers name (Double or triple layered fabric style as is the current CDC recommendation)
- Personal hand sanitizer if preferred (will be provided throughout camp property as well)

### Medications

All prescribed medications must have the child's name, the name of the medication, and the correct dosage in the original bottle. All campers with over the counter medication or prescription medication must meet with the healthcare team upon check in. All medications must be given to the healthcare team.

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### What NOT to Bring to Camp:

**Weapons:** Do not bring weapons of any kind to camp, Camp Marshall reserves the right to search and seize personal items if possession of weapons is suspected. This is for the safety of other campers. This also includes pocket knives.

**Drugs, Alcohol, or Tobacco Products:** Camp Marshall reserves the right to search and seize personal items if possession of illegal drugs, alcohol, nicotine, or tobacco



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products is suspected. Any camper, LIT or CIT will be immediately dismissed if illegal drugs, alcohol, nicotine, or tobacco products are found and/or used on camp property, and appropriate authorities will be notified. Possession and/or use of illegal drugs, alcohol, nicotine, tobacco, weapons, or fireworks of any kind are forbidden and constitute grounds for immediate dismissal. We are serious about our commitment to keeping Camp Marshall a safe and healthy environment.

**Animals:** No pets are allowed. This includes dogs, cats, goats etc. Horses may come with equestrian campers specifically for the Bring Your Own Horse program only. Horses must come with the appropriate health and immunization records signed by a veterinarian.

**Vehicles:** Do not bring vehicles of any kind including dirt bikes, ATVs, etc.

**Personal sports equipment:** Do not bring archery equipment, riflery equipment, or sports and games equipment such as bicycles, skateboards, roller skates etc. Camp Marshall will supply programs and safety equipment for all programs. Equestrian campers or those taking horseback riding may bring riding helmets and riding boots. Helmets must follow ASTM standards, be less than 5 years old with no cracks/damage. Helmet will be checked and approved by the Equestrian Director.

**Aerosol spray cans:** This includes hair spray and insect repellent.

**Expensive items:** Radios, walkie-talkies, music playing devices, valuable sunglasses, valuable jewelry, and cell phones should be left at home. Camp Marshall will not be responsible for the loss, breaking, or damage of any of these items.

**Technology/Cell phones:** Camp Marshall believes that summer camp is the ideal place for campers to disconnect from technology that is so prevalent in today's society and reconnect with nature. While games and social media can be a great form of entertainment and education, we aim to provide an experience that is as much "off the grid" as possible. By doing so, campers are more easily able to immerse themselves in the much more basic style of living provided by camp. This includes learning how to live with others in a group setting and exploring their natural environments without the intrusion of digital updates, notifications, and alerts. It is against our policy for any camper to be in possession of a cell phone. If a camper is found to have a cell phone while at camp it is going to be taken, put in a secure place and notify the parent/guardian. Phones will be returned at check out.

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**Money:** Campers do not need money during camp. There is an option to create a camper's store account for the camper to make purchases at the Camp Store, which is open online 24/7 and most days after lunch.

**Inappropriate materials:** Possession of age-inappropriate items, such as pornography, at camp is considered unsuitable. Parents of offenders will be notified immediately and the item will be secured in the Camp Office until departure.

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**Communication with our Campers:** Campers are not permitted to use the telephone while at camp without permission of the Camp Director or Health Supervisor/Nurse. We strongly discourage telephone calls between campers and parents. Feelings of missing home are exacerbated and can have a very negative impact on the camper's stay at camp. For the same reason, **CELL PHONES ARE NOT ALLOWED AT CAMP**. If you have an urgent matter to discuss with your child, call the main camp office 508-885-4891. If it is an emergency after office hours please call the Camp Operations Director 978-434-7060.

Due to the possible delays in the postal system, we encourage parents who wish to send letters or care packages to do so by dropping off these items during Sunday check-in at the help table or by sending letters through our Email system. Please indicate on dropped off packages and letters what day you would like your camper to receive it. Mail is handed out daily.

**Additional Information:** We encourage campers to write home at least once during the camp week. For this purpose, we suggest that you supply your camper with postcards, or paper & addressed envelopes, and stamps. Usually a brief note from your child is indicative of a busy, happy camper. Please do not be overly alarmed if the note suggests otherwise. Campers are up and down emotionally, especially during the first few days of camp. Also, keep in mind that when you receive the note, several days have passed since the note was written and it is likely that your camper is now happily involved in camp life. Please feel free to contact the main office if you are concerned.

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### **Camp Marshall E-mail Express:**

We are proud to offer a super simple way to stay in touch with your camper while they are at Camp!

Visit our website at [www.CampMarshall.net](http://www.CampMarshall.net) and click the "Camper Email" button.

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Emails will be delivered to your camper along with the rest of the mail for that day.

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**Day Camp Pick Up:** 5:00-5:30 pm in Andrew's Hall. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested. Day camper pick up will be in front of Andrew's Hall, just like drop off, we ask that parents line up in their vehicles and await staff to bring their camper to their car in order to minimize foot steps on property.

**Extended Day Pick Up:** 9:00pm in Andrew's Hall. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested. Camper pick up will be in front of Andrew's Hall, just like drop off, we ask that parents line up in their vehicles and await staff to bring their camper to their car in order to minimize foot steps on property.

**Mini Camper Pick Up:** Tuesday between 6:45 and 7:15. If your camper is staying through the week follow Friday pick up procedure. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested. Camper pick up will be in front of Andrew's Hall, just like drop off, we ask that parents line up in their vehicles and await staff to bring their camper to their car in order to minimize foot steps on property.

**Camp Closing ceremonies will be held *Friday for Campers only.*** Due to state restrictions on visitation to camp, this season closing ceremonies as well as demos for horse camp will be held prior to pick up to limit crowds and better facilitate social distancing. The ceremony includes awards for campers who excelled in certain areas of the camp community, as well as highlights of the week and a display or demonstration of accomplishments of our campers to showcase skills to one another.

We know that parents and guardians will miss partaking in this part of the camp experience but rest assured that your camper will have fun and share their closing ceremonies experience with you in story. Camper pick-up will take place in front of Andrew's Hall. Camper belongings will be under the pavilion or in Andrew's Hall and ready to go for camper pick-up between 5:00-5:30 pm. Please limit family members attending pick-up in order to reduce our footsteps in camp and better facilitate social distancing. We also ask that anyone picking up a camper please come prepared with a face covering to wear. We will be providing a space on the upper grounds near the pavilion for good-byes and photo-ops, we just ask that face coverings are utilized when necessary and social distancing is practiced when practical. Campers must be signed out prior to being picked up by their parents or guardian. Only those

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Individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested. Any necessary changes to this form must be made in writing in advance and brought to the office. For parents and guardians who wish to utilize a drive thru pick up for social distancing reasons, they may form a vehicle line in front of Andrew's Hall to pick up their camper. If you wish to pick up your child early, please notify the office.

*As a reminder, please leave your pets at home for camper pick up as we are not able to have dogs or other pets on property during camp sessions.*

### **Campwide Friday Procedure:**

Campers must be signed out prior to being picked up by their parents or guardian. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested.

We do not offer dinner on Fridays. All campers should be picked up by 5:30pm. Please be sure that you take all of your camper's belongings with you. Also, stop by the Health Supervisor/Nurse at the check out table to retrieve any medications. Before you leave camp please make sure you do the following:

- Check Lost & Found area for belongings
- Pick up any leftover medications from the Health Care Supervisor
- Settle Camp Store accounts
- Sign out your camper

Everything is located at the pick up area by Andrew's Hall and the Pavilion. We will also post unclaimed lost and found items from the summer on our facebook page after the last camp session has ended. After 2 weeks, all unclaimed Lost & Found items will be donated to local charities.

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**Health Care:** The promotion of your child's health and safety remains our highest priority at Camp Marshall. The camp employs a Health Care Staff. Our infirmary is located in the Nurse's Station to the left of Andrew's Hall and is staffed 24 hours a day. We have a Healthcare Consultant who provides us with guidance as needed and reviews our Health Care Plan annually. In addition, all of our staff members have current certifications in First Aid and CPR. In the unlikely event of a camper

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emergency, 911 will be called and the Spencer Rescue Squad will transport the camper to either UMass Medical (Shrewsbury), UMass Memorial (Worcester), St. Vincent's Hospital (Worcester) or Harrington Hospital (Southbridge). Parents will be notified by the Health Supervisor or Camp Director as soon as possible of any incident requiring transport by ambulance. A Senior Staff member will accompany the camper to the hospital and remain with him/her until a parent or guardian arrives.

-In the unlikely event that a camper becomes ill or injured, the Health Supervisor will contact a parent via phone to inform them of the camper's condition and actions being taken. If the first parent/guardian cannot be reached, the second parent/guardian will be called followed by the emergency contact person. We will continue to call until we speak to someone personally. You will not be contacted if the injury is minor, such as a small cut or scrape requiring a band-aid, or a minor stomach ache that does not persist.

-In the event that a camper becomes ill and cannot remain at camp, his/her parent or guardian will be notified and will be requested to pick up the camper as quickly as they are able. We are unable to keep ill children at camp. Any ill child will be kept in the isolation room of the infirmary or in a pre-designated isolation cabin until the parent arrives. In some cases, the camp will require a doctor's note prior to the camper's return to camp.

In order to assist us in providing the best care, Camp Marshall utilizes CampDocs.com.

Once registered, families will be e-mailed a link to the CampDocs website. We hope that you will find this service to be an easier process on their secure website. It will allow us to have online access to all health forms. In the event of missing or incomplete medical forms the camper will not be admitted into the program until they are completed.

**Covid Specific Health Policies:** We are committed more than ever to keeping campers healthy and safe this summer. Camp Marshall will be spending extra time on symptom awareness training prior to camp this summer. All staff will be screened prior to campers arrival as well as trained on proper camper screening and how to monitor for symptoms on an ongoing basis. Camp Marshall will be enforcing a strict facecovering policy for all staff and campers in addition to adhering to social distancing, group size and cohort recommendations from the CDC, local Board of Health, State and [American Camp Association](#). Should your child become ill while at Camp Marshall we will do the following:

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- ❑ Any sick camper will be brought to the nurses station where they will be assessed for symptoms including fever and those symptoms consistent with COVID-19 or any other communicable disease .
- ❑ Any camper who has symptoms consistent with COVID-19 or any other communicable disease and/or a fever of 100 F or more will be moved to one of our isolation areas where they will be monitored.
- ❑ Should a camper be assessed to present with symptoms consistent of COVID-19 or any other communicable disease and/or a fever of 100 F or more, a parent or guardian will be notified and will need to pick up their camper as soon as possible.
- ❑ Any isolation area used will be thoroughly cleaned and sanitized after use.
- ❑ Should any camper become ill and test positive with COVID-19 or any other communicable disease, all parents/guardians of campers, our contact tracing system will be used to notify parents/guardians as necessary as well as the local board of health and the department of health.
- ❑ Should Camp Marshall receive notice that a camper from a prior week has tested positive for COVID-19 or any other communicable disease our contact tracing system will be used to notify parents or guardians as necessary. (We ask that all parents/guardians of campers report any camper illness that presents up to 10 days after leaving Camp Marshall)

**Campers are not allowed to have medication, including over-the-counter medications, in their cabins at any time.** All medications must be turned into the Health Supervisor during Sunday or Monday registration. All medications must be in their original container with the physician's orders on it, and the child's name. All campers will be checked by the Health Supervisor as part of the Sunday or Monday registration process. Please advise us upon arrival of any recent developments regarding your child's health or any other pertinent information that you might find necessary for our staff to know.

Protection from the sun:

***State Requirement: 430.163: Protection from The Sun***

***The operator shall at all times encourage campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 15 or greater and lip balm.***



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In accordance with the above state law, we do request permission for our staff/volunteers to help, when and if needed, to apply sunscreen to your camper. You will be asked to initial the box at the end of this book stating you give permission.

**These forms are for informational purposes provided by the DPH. This information can be found on our website under FAQs**

[- Hand washing](#)

[- Meningococcal Disease](#)

[- Rabies](#)

[- Lyme Disease](#)

[- Giardiasis Meningitis](#)

[- Ticks - Important information](#)

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### Does Camp Marshall get inspected?:

Yes, The Department of Public Health inspects and licenses Camp Marshall each year along with the Fire Marshall. Camp Marshall is also accredited by the [American Camp Association](#), our most recent accreditation with ACA was during the summer of 2017. **430.190 ( C ) This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health.**

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**Anti-Discrimination and Inclusion Policy for Staff and Campers** The Worcester County 4-H Center, Inc. (hereinafter "Camp Marshall") seeks to secure and retain qualified staff. As employers, it is believed that this Personnel Policy reflects the 4-H Philosophy of employment. Camp Marshall, its programs and employment shall be operated in accordance with State and Federal law and the policy of nondiscrimination adopted by the US Department of Agriculture through the University of Massachusetts Extension.

In the interests of the health, safety and total welfare of campers, and Employees and the quality of 4-H programming at Camp Marshall, the highest standards of conduct and performance shall be required of all Employees. Employees shall agree that while participating in Camp Marshall programs they shall adjust their personal habits and actions to the policies, ideals and traditions of 4-H and Camp Marshall. The conduct of all employees, both in and out of Camp Marshall, shall be professional and their role an exemplary model for campers; be non-discriminatory toward, but not limited to, race, color, age, religion, sex, national origin, sexual orientation, gender identity, marital status, learning, physical or mental disabilities, ancestry, genetic information, and any other protected class; and shall exhibit respect for the environment and world. Employees shall be prohibited from promoting their personal life styles, political views, or religious preferences to other Employees, participants, parents, campers or other volunteers.

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In the interests of the health, safety and total welfare of every camper, and the quality of 4-H programming at Camp, the highest standards of conduct shall be required of all campers. Campers shall agree that while participating in Camp program they shall adjust their personal habits and actions to the policies, ideals and traditions of 4-H and Camp Marshall. The conduct of all campers while at Camp Marshall are expected to be , non-discriminatory toward, but not limited to, race, color, age, religion, sex, national origin, sexual orientation, gender identity, marital status, learning, physical or mental disabilities, ancestry, genetic information, and any other protected class; and shall exhibit respect for the environment and world.

Camp Marshall dedicates itself to providing a positive learning experience for all youth, encompassing all genders and gender identities. We provide a safe and fun environment with hands-on, outdoor, and agricultural experiences that foster respect, independence, positive self-esteem and individuality. Every camper deserves the opportunity to be in a place where they can appreciate individual differences and feel confident being themselves.

Campers and/or Staff that do not uphold these expectations while at Camp Marshall will adhere to our discipline policies. This can be found in the discipline policy in this handbook.

***The Worcester County 4-H Center, Inc shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age disability, pregnancy, marital status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics and any other status protected by law.***

**“Our” Camp, Camp Marshall is a ZERO TOLERANCE Facility**

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**Behavior/Discipline Policy:** The staff at Camp Marshall strive to create a healthy and safe environment for all campers. The camp has a number of systems in place to recognize and respond to behaviors that are detrimental to the health of the camp community and its members and with many behaviors devise a plan for improvement. In rare instances where these initial steps are unsuccessful, we will often enter into personal verbal behavior contracts with the camper outlining the specific expectations and consequences. On occasion, certain behaviors or repeated infractions require parental notification. When appropriate, we will seek guidance from you as to strategies that may have worked at home or school that we may employ with your child at camp. In the event that the administrative staff, after investigating senior staff concerns, determines that the conduct of a camper is

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unreasonably disruptive to the program, cannot be controlled, is detrimental to the safety of other campers, is bullying, violent, inappropriate or threatening to staff or campers, the camp director has the right and responsibility to send that camper home. If a camper is sent home for reasons of behavior, no refund will be given. The Discipline Process is as follows:

- Verbal coaching
- Parental notification
- Persistent Issues
- Dismissal

The health and safety of all of our campers and staff on property is our first priority. Any offense(s) that would affect the health and safety of any of our campers and/or staff will result in immediate dismissal for the week and/or remainder of the summer.

### **State Requirement: 430.191: Requirements for Discipline**

*(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.*

#### *(B) Prohibitions*

- *Corporal punishment, including spanking, is prohibited;*
- *No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;*
- *No camper shall be denied food or shelter as a form of punishment;*
- *No child shall be punished for soiling, wetting or not using the toilet.*

*(C) The operator shall describe in writing the camp's procedures for disciplining campers. The written plan shall also include the prohibitions of 105 CMR 430.191(B)(1) through (4).*

*In accordance with the above law, you will be asked to initial the box at the end of this book noting you have reviewed this policy.*

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**Visitation:** Although parents are normally welcome, visitors are restricted this year due to Department of Health guidelines for camps. We also regularly discourage visits from parents or guardians outside of emergencies. Your child may be having the time of his/her life leading up to your visit, your presence can result in an intense desire to go home with you. It can be a difficult time for both campers and parents. If you come for a visit, and you experience this, please consult with the Camp Director.

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All visitors (including parents and guardians) must sign in at the Camp Office. Campers will be called to the office to greet their visitor. Visitors may not enter the living areas under any circumstances. If for any reason you must take your child from camp, you must inform the Camp Director in advance. In order to ensure everyone's safety, we must have an accurate headcount of our campers at all times. Any camper who leaves camp property must be signed in and out from the Camp Office, or from the Infirmary in case of illness. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be requested. Returning campers must be back on the premises by 9:00 pm or must wait until 7:30 am the following morning.

**Camp Photographs:** Please be sure that you complete a Photo Release Form prior to the start of camp. This allows us to use photographs of your child in our Camp's publicity. Names of campers are not used.

**Staff:** All Camp Marshall Staff and Volunteers have been required by law to be CORI/SORI Check, along with the National Sex Offender Registry. All staff that begin on the start date of training are CPR/First Aid/AED certified.

**State Requirement: 430.190:** *General Program Requirements: (D) The operator shall inform parents at the time application forms are provided that they may request copies of background check (as the law provides), health care and discipline policies as well as procedures for filing grievances.*

**Gratuities:** Parents are asked not to tip staff members. Words and letters of appreciation are gratefully received. If you wish to show your appreciation further, we encourage you to make a donation to the camp. Camp Marshall is a not-for-profit organization and all donations are tax deductible. You may choose to specify that your donation is for a particular object or item, or is made on behalf of the efforts of a particular staff member. We also encourage you to consider donations of items such as sporting goods, tools, farm/equine equipment and supplies etc. You may also contact the office for details of what is needed at camp at the time.

**Payment Policy:** Upon registering your camper, an online invoice will be emailed to you. You can pay this invoice online or send in the payment. Please call us in the event you need to make any other arrangement.

Early bird payments due by April 1, 2021.

All Payments due by June 15th, 2021 unless otherwise arranged with the camp office.

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**Financial Aid:** There are limited amounts of camperships available. Applications are due by May 15th. Call the Camp office, 508-885-4891, or go online to [www.campmarshall.net](http://www.campmarshall.net), for campership applications if you wish to be considered.

**Refund Policy:** Cancellations before June 1st will receive a refund, minus the non-refundable deposit of \$100 plus \$25 handling/admin fee. Refunds will NOT be issued when a camper is dismissed for violation of camp rules or if the camper leaves due to homesickness. All refunds will be mailed during the month of September.

### Complaints/Grievances Policy

If you have a complaint that you feel needs to be addressed, please send an email to the Executive Director at [campmarshallexecutivedirector@gmail.com](mailto:campmarshallexecutivedirector@gmail.com) or via US mail to:

Worcester County 4-H Center/Camp Marshall 92 McCormick Road Spencer, MA 01562. All complaints will be addressed on an individual basis. Please do this immediately as you become aware of the situation. Refunds are not guaranteed; please refer to the refund policy in this handbook.

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### ***Per Massachusetts law, parents may:***

*430.190: General Program Requirements: (D) The operator shall inform parents at the time application forms are provided that they may request copies of background check, health care and discipline policies as well as procedures for filing grievances. All Camp Marshall background checks are kept on file for a minimum of three years.*

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Thank you for taking the time to review the previous information. We hope that you found it informative and useful. Please feel free to contact our office if you have questions or concerns.

Please read the following statements and initial the boxes as appropriate.  
I have read and reviewed the following information:

Please also visit our website - FAQs for more helpful information