

Satellite Club
100 Water Street, Woods Hole
508-289-7778

Periwinkle Club
Osterhout Cottage
Memorial Circle, Woods Hole
508-299-2037

MBL Human Resources
167 Water Street, Homestead Bldg.
508-289-7422

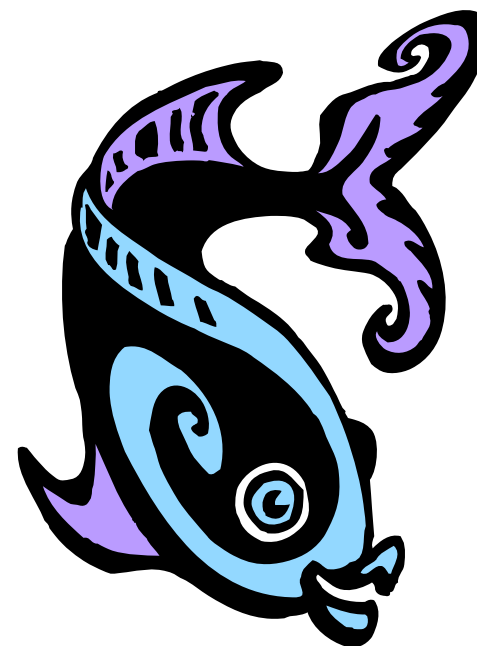
Mailing Address
MBL Children's Program/ HR 110
7 MBL Street
Woods Hole, MA 02543



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Satellite and Periwinkle Clubs

Parent Handbook 2009



Statement of Purpose

Periwinkle and Satellite Clubs are summer recreation programs designed to provide age appropriate activities and supervision for the children of MBL faculty, investigators, administrators, students and staff and for children from the extended scientific community when space is available. The programs seek to support children's emotional, physical, social and intellectual development in a group atmosphere that encourages a sense of community, fun and an appreciation of the Woods Hole setting.

Programs do not discriminate on the basis of race, color, religion, gender, national origin, ancestry or physical or mental disability and encourages diversity in its membership.



REMINDERS 2009

WATER BOTTLES ..children need a reusable/refillable one DAILY!
SUNSCREEN & INSECT REPELLANT: We request that you apply a waterproof sunscreen & "bug spray" daily before arrival at camp We will reapply both as necessary throughout the day. We are using Coppertone Bug/Sun SPF 30 it does contain DEET.

TICKS: We are often in wooded areas and will do spot checks of the campers after nature walks. Please do a thorough check of your child for ticks after camp each day!

CUBBIES: Food should not be left overnight in cubbies. Cubbies should be cleaned out at the end of each week.

SWIMSUITS: The water can often be cold, shortie wet suits or "rashie" shirts protect against both sun and cold.

SHOES: flip flops are for FRIDAY, foot ware that can be used for sports should be worn daily. Sneakers are preferred but sport sandals are acceptable. The beaches can often be rocky ,shoes that can be worn in the water are often helpful as well.

Ecology, nature study and preserving the environment are always an important part of the Children's Programs. This summer we will incorporate Camper Green Spoken here and Leave No Trace.

The focus is on the ecosystems in Woods Hole and how our daily activities impact them.

We hope our campers will become stewards of the environment.

ARRIVAL/DEPARTURE ARE ALWAYS A CHALLENGE!

Morning check-in is from 8:30-9:00 a.m. activities begin as soon as they arrive. AM only campers leave at 12:45 and PM only (Periwinkle only) campers arrive at 1:00. Afternoon check-out is 4:45–5:15

If your child will be arriving late or departing early, you **must** make prior arrangements with the Site Coordinator as the groups disperse to varied locations. Good communication between staff and parents is a key component to a successful camp experience for your child!

We will not hold up the group to wait for late arrivals or early departures

BABYSITTING: Counselors may be available as private contractors before & after camp as well as weekends.

Items of Interest

The safety and health of the children and staff is a priority. With regards to H1N1 and other communicable diseases we take the precautions outlined on the MBL website. We rely on parents to keep children who are ill at home to avoid infecting others.

Satellite Club am drop off is at Water Street (left side) same as Visitors Center. We will have a counselor outside the Satellite Club each morning from 8:30 to 9:00 a.m.

Parent/guardian must check-in with a counselor when dropping off/picking up .

Pick-up for Satellite will be downstairs at the MBL CLUB!

CALENDARS: Yahoo calendars are available online for both clubs.

Periwinkle URL: <http://calendar.yahoo.com/periwinkleclub>

Satellite URL: <http://calendar.yahoo.com/mblsatelliteclub>

Calendars are a work in progress and only contain highlights of the day. Change is subject to whim and weather

The information contained in this handbook is subject to change at any time.

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Member American Camping Association. This club/camp must comply with regulations of the Mass Dept. of Public Health and be licensed by the local Board of Health.

⇒ ***For more information see manual in Periwinkle/Satellite Office.***

⇒ ***References: Code MA Regulations, ACA Manuals***

Who's Who for 2009

Staff

Our staff for this season are an equal mix of dedicated returning staff and enthusiastic new hires . Their diverse talents and interests combine to make a strong TEAM ! The common thread they all share is a desire to spend the summer enriching the lives of your children. The staff understands the importance of acting as positive role models for the children you have entrusted to their care . We look forward to sharing a summer of fun and adventure in Woods Hole.

MBL Human Resources

Karen Rawley

Program Director

Mary Lane

Site Coordinators

Jeff Byers

Matt McGonagle

Satellite

Periwinkle

Assistant Site Coordinator

Kendra Zeien

Counselors

Jenna Hoffert

Briana Currie

Kelsey Ducklow

Daniella Zakon

Michelle McGonagle

Tim Lesinski

Junior Counselors

Jessica Holzworth

Jessica Haskins

Behavior Management Policy

The behavior management plan for all children at Periwinkle and Satellite Clubs is based on respect. We endeavor to create a constructive, positive atmosphere for children that maximizes strengths and minimizes weaknesses. Corporal punishment of any kind is unacceptable. We employ a non-punitive approach that focuses on positive reinforcement of appropriate behavior, redirection, role modeling and child initiated dialogue as a means of settling issues. Each child's physical and emotional well being is of utmost importance. When behavior must be addressed, we try to preserve the child's dignity. Open and positive communication with the child, parent/guardian and staff may be required. Staff training covers many forms of behavior and group management.

In the unlikely event a child does not respond positively to our behavior management plan and continues to engage in inappropriate behavior, parents will receive a written notice of unacceptable behavior. The letter/email indicates the situation and outlines the actions that will be taken if the behavior continues. Options include: Limited Suspension, Seasonal Suspension, Professional Referral.

Unacceptable Behaviors

- *Swearing or Cursing *Striking other campers/staff
- *Stealing *Disrespect *Use of illegal substances
- * Intentional damage to self or property
- *Harassment of other campers or staff

Inappropriate Behavior on a Field Trip

The guidelines will apply to inappropriate/disruptive behavior on field trips. The child will remain with a designated counselor for the duration of the field trip. If the behavior continues, the Director/Site Coordinator will phone the parents/guardians and inform them to pick up the child at the trip location.

Please feel free to raise questions or concerns regarding our behavior policy with the Director.

Prescription Medication

Prescription medication can be given to children by staff members with first aid training. The camp must have written permission from the parent/guardian and the physician. All medicine must be in the original labeled containers and given to the Site Coordinator or Director. The label is sufficient for physician's permission. Children are permitted to self-administer medication with staff supervision with written consent. Medication will be kept in locked boxes and given to the child at the appropriate time. Children may carry and self-administer inhalers, Epi-pens & diabetic monitor/injection supplies without supervision. To do so, they must have written parent/guardian permission and physician authorization. All staff will be notified of children who have inhalators, Epi-pens & diabetic monitor/injection supplies. Authorization statements should include medication, dosage and the criteria for administration.

Documentation will be made in the incident/injury logbook.

Non-Prescription Medications

The above information applies to non-prescription medications. If the authorization form by the physician and parent/guardian includes dosage and criteria for administration and is signed and dated for an open span of time, it can be valid for 1 year.

Child Abuse/Neglect

All staff receive training in how to recognize the signs of abuse and/or neglect. The biggest indicator is a change in behavior and/or any sign of physical abuse including but not limited to bruises, burns or cuts. Suspected abuse/neglect will be documented and brought to the attention of the Director. The Director is responsible for determining if the concern should be reported to DSS immediately (51A).

Any staff member can report with immunity.

Any staff member suspected of any type of abuse is immediately put on leave of absence. The Program Director will notify DSS. If the allegation is substantiated, the employee will be subject to immediate termination.

Complete manual is available for review

Ask the Director

Camp Hours

The Periwinkle and Satellite Clubs operate June 15 through August 21 (closed Friday, July 3th), Monday thru Friday 8:30–5:15.

AM sessions 8:30–12:45.

PM sessions 1:00–5:15.

Parents, legal guardians or persons approved in writing by parents or legal guardians are responsible for transporting children to and from the clubs. Check-in/out procedures will be carried out at each

location. For after hours concerns, please contact the Director,

Mary Lane cell: 508-247-2428.

Late Pick –Up/Forgot Lunch

Unanticipated late pick-ups are stressful for campers and counselors. A phone call can greatly reduce this anxiety. The fee structure for late pick-ups is as follows: \$5.00 for the 1st 15 minutes or any part thereof, \$10.00 for each subsequent 15 minute period or any part thereof, due at time of pickup. **Arrange for babysitting in advance to avoid this charge!**

If your child arrives without lunch, and you are unable to deliver one a lunch will be provided, cost \$5.00 ,to be paid at days end.

Trip/CSS Transportation

Transportation for campers during the camp session and on field trips can include but are not limited to walking, bicycling, the MBL shuttle service, 14 passenger van or staff vehicle. When in vans/cars, children will use seat belts/car seats as required by law.

As a courtesy to parents/guardians, children attending the *School of Science* will be escorted to and from their AM class when the class time falls within their scheduled camp time. **Last drop-off/pickup is 12pm.** Due to the nature of this service, parents/guardians should be aware that their child may be alone with the counselor that has been hired for this purpose.

Forms

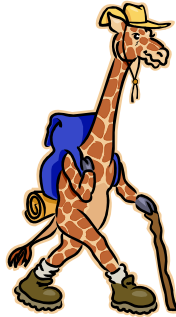
Medical forms must be signed by a licensed provider and mailed or delivered to the MBL Human Resources Office, located in the Homestead Building, 167 Water Street by **JUNE 15,2009** In addition full tuition payment should have been received or financial arrangements made. **NO CHILD CAN ATTEND CAMP WITHOUT COMPLETED HEALTH FORM with CURRENT IMMUNIZATIONS & PHYSICAL.**

The Prepared Camper 2009!

Dressed to go out in any weather, already put on lotion/bug spray. Backpack with H2O bottle, towel & swimsuit, extra clothes/socks for cubby, sneakers or teva type sandals & hat!

Please LABEL all items

Lunch (packed to need no refrigeration !)



The Inappropriate Camper 2009!

Backpack with TOYS, CANDY & GUM, KNIVES,EXPLOSIVES, ELECTRONIC GAMES, MP3/IPODS,ILLEGAL SUBSTANCES, & GUNS !

No lunch Plans to eat candy!

Flip Flops on feet, no sun lotion.... ..plans on dog staying for the day (wow he looks over 12)!



Camp Shirts

Children receive one camp t-shirt on the first day of their session. 2009 shirt is lemon zest with teal lettering. **Additional shirts may be purchased for \$7.50 each.** We have a limited quantity available while supplies last. Camp shirts are optional except on trips.

Field Trips

We continue to be gas/budget conscious so will only plan a few trips this season that require additional payment. Most "trips" will be small excursions within the greater Falmouth area. Any trip that has an additional charge is optional and denoted with a \$ on the yahoo calendar. Payment of these fees in advance by **check** is greatly appreciated. Please make your check payable to the *Marine Biological Lab* and note the trip in the memo line.

Campers will be **required** to wear **lemon zest** camp shirt

ON FIELD TRIPS!

Medical

Procedures

The Director and Site Coordinators will oversee the distribution of medicine, reporting of illness, accidents, child abuse or other emergency situations that may arise on-site or while on field trips. The Director & Site Coordinators act as Health Supervisors. CPR / first aid certified staff have documentation on file. All are under the supervision of the Health Care Consultant, Dr. Barbara R. Lowe.

Notification

If a child becomes ill during the camp day, the parent/guardian will be contacted. We will place the child in a comfortable location until arrangements can be made to pick the child up. In such cases, the child is expected to be picked up within one hour. Parents/guardians should provide alternate contacts/emergency numbers, keeping this list current is their responsibility and of utmost importance.

In the event of an emergency or accident, the First Aid qualified staff member will apply necessary first aid and take appropriate steps to insure the child's health and safety. The order of notification will depend on the severity of the incident. Notify parents/guardians or emergency contact, contact physician of record, consult with our Health Care Consultant, or have the child transported to Falmouth Hospital Emergency Room. Transportation will be via Falmouth Fire and Rescue Squad.

While on field trips, the above procedure is the same. First aid supplies, permission to treat, emergency numbers and cell phones are brought along for this purpose. The camper will be transported to the nearest hospital via ambulance/rescue vehicle.

Parents/guardians will be notified in writing within 24 hours if advanced first aid has been administered to your child.

Medical logs are maintained in each camp location.