Parent Handbook

26 Powderhouse Road
Groton, MA 01450

978-448-1610
www.lacademy.edu/summers
General Information

Mission

In offering its summer programs, Lawrence Academy is dedicated to providing the families of Groton and surrounding towns wholesome recreational and educational summer activities for their children. We strive to maintain a staff of career educators who are skilled in the programs they direct and of young counselors who will serve as positive role models for our campers at all times.

The Program

Three types of summer programs are offered at Lawrence Academy Summer Programs: Traditional Day Camps, Specialty Day Camps, and Sports Day Camps. The 100-acre Lawrence Academy campus provides the setting for over 30 camp offerings for children entering grades P-11. The camp day begins at 9:00 A.M. and ends at 4:00 P.M.

Camp Staff

Lawrence Academy Summer Programs has hired a team of mature, experienced, and enthusiastic staff who are committed to your child. Our counselors are all excellent role models chosen for their ability to create a warm, safe, and caring environment for campers. All staff undergoes an intensive and thorough training program. We recognize the effect a good camping experience has on the development of a child and carefully select each staff member for their interest in children and their experience in education. Our dedicated team leads by example as they maintain a safe environment with a healthy balance of fun and challenge.

The Summer Programs director is Michelle Waldie. Michelle is available year round to answer any of your questions or concerns. (978) 448-1610, summerinfo@lacademy.edu

Safety

Camper safety is our top priority. We have developed a system of procedures that ensure the safety of your child while at Lawrence Academy. Our staff is fully trained in all camp safety procedures. Effective and constant supervision is given to all campers whether they are in our pool, on our athletic fields, or in a classroom.
Registration Policies

Once a camper's registration has been confirmed, all deposit monies are non-refundable, regardless of reason. Full payment of camp tuition is due by June 1, 2015. Any applicant whose balance is unpaid after June 1, 2015 can't be guaranteed a place in camp.

Date Changes: We recognize that families' summer schedules are complex and do have the potential to change. Please contact the Camp Office to discuss any changes to your registration. We will make every effort to accommodate your needs, however, changes are not guaranteed.

Refunds: Lawrence Academy Summer Programs is not obligated to refund tuition for withdrawals for any reason including illness, dismissal, or injury. No refunds or transfers of funds will be made for withdrawal, dismissal, failure to attend, or incomplete attendance.

Conditions for Participation: Lawrence Academy Summer Programs strives to offer a group experience and opportunities for learning within the boundaries of safety, common sense, and the law. We reserve the right to terminate the participation of any camper, without refund and without formal hearing, who we believe has violated the conditions for participation or has become a hindrance to the group or goals of the program.

Camp Policies: Parents have the right to review the camp’s hiring policy, health care policy, and grievance procedures. These policies and procedures are available upon request from the Camp Office.

Licensing

Lawrence Academy Summer Programs must comply with regulations of the Massachusetts Department of Public Health (105 CMR430) and be licensed by the Nashoba Board of Health.
During the Camp Day

Communication

Please call or email the camp office if you have a question or concern; we will be happy to speak with you regarding your child or our program. Keep in mind that our staff is very busy focusing their attention on your child and the camp program, and more than likely will not be in the office when you call. Please provide your telephone number and a convenient time to return your call.

Camp Address: 26 Powderhouse Road, Groton, MA 01450 Office Phone: 978-448-1610
Email Address: summerinfo@lacademy.edu
Web Address: www.lacademy.edu/summers

Attendance Procedures

Attendance is taken twice a day (at the beginning and the end of the day) and groups are closely monitored throughout the day.

Absence: Please make sure to call the office, 978-448-1610, or email summerinfo@lacademy.edu, if your child is going to miss one or more days of camp. If you know in advance that your camper will miss certain days, a note or email would be helpful.

Late Arrival: Campers do best when they arrive in time to start their day with the rest of their camp. Arriving late at camp can be hurried and confusing for campers. To help campers have the best day possible please follow the 8:55-9:00 AM drop-off time. If your child does arrive at camp after 9:15 AM, please take him/her to the Camp Office, located in the Schoolhouse/Admissions Building, to be signed into camp. Do not bring your child to their camp.

Late Pick-Up: Please respect our daily pick-up times; 4:00 PM for all day programs. If a parent is more than ten minutes late picking up their child, the child will be brought to Extended Day, located in the theater classroom of the Richardson Meese Preforming Arts Center. There is a $20 daily fee for Extended Day and the amount is not prorated.

Early Arrival: Unless a child is enrolled in our Early Drop-Off program (7:30-8:55 AM), they may not be dropped off at camp prior to 8:55 AM. If you need to use our Early Drop-Off on a particular day the charge is $10 a day. It is not necessary to register in advance.
Early Pick-Up: If you need to pick up your child early from camp, please provide a note to your child’s head counselor in the morning. Notes should include the following: child and parents’ name, time of pick-up, and the program name. Please pick your child up in the Camp Office (School House/Admissions Building). Campers may not leave the grounds without signing out with the camp office. Please do not schedule an early pick-up time between 3:30 -4:00 PM.

Pick-Up by Someone Other Than Parent/Guardian: If a camper is to go home with someone other than their parent, we must have written notice signed by a parent stating the alternate pick-up plan. This can be done by using the online Pickup Authorization Form.

Clothing and Personal Belongings

To help minimize Lost and Found, please mark your camper’s name on all articles of clothing and backpacks. While at camp, personal possessions will be kept in shared spaces. Counselors make every effort to help campers develop a sense of responsibility about their possessions, but items can be misplaced. The Lost and Found box is located in the Camp Office (School House/Admissions Building). Lawrence Academy Summer Programs assumes no responsibility for loss or damage to camper’s personal property.

What to bring: Bathing Suit (you may want to send two for LA Day Camp), towel, sneakers (flip-flops and crocs may only be worn to the pool), raincoat and an extra dry shirt on rainy days, waterproof sunscreen, and water bottle. Label all of your belongings! Parents will receive emails regarding additional items that campers may need for specific camps one week prior to the start of the program.

What to leave at home: Cell Phones, listening devices (IPod’s, etc.), cameras, valuables and/or money, electronic games or toys, knives of any kind, weapons, drugs, alcohol, and pets.

Lunch and Snack

Lunch and beverages are included with full day programs (except Outdoor Adventure). Campers are also provided with popsicles and water throughout the day; therefore, it is not necessary for parents to send food to camp with your child. However, picky and/or hearty eaters are welcome to bring additional food to camp. All food must be eaten in the dining hall during lunch.

Food Allergies and Special Diets: Parents must make us aware of any allergies or special diets. We are not a “peanut free” camp. However, we do not serve peanut butter at lunch. We encourage all parents of campers with food allergies to have a conversation with our staff prior to camp; however, we have limited alternative food choices available. The camp
A nurse will be in contact with all families that have children with food allergies that require the use of an Epi-Pen.

**Behavior and Discipline**

At Lawrence Academy, a positive approach to behavior management begins by offering an engaging, developmentally appropriate, camp experience. By providing supports that benefit all campers, such as adequate structure, clear expectations, good modeling, and positive reinforcement, we strive to create the optimum conditions for campers to fully and appropriately participate in camp activities. The following camper behaviors are not acceptable and may result in the immediate suspension of a child from Lawrence Academy Summer Programs:

- Endangering the health and safety of children and/or staff members, and/or bullying
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Leaving the group without permission
- Stealing or damaging Lawrence Academy or personal property

Suspension and Dismissal: A camper may be suspended and sent home if his/her actions cause a threat of injury to themselves or others, or cause disruption to the camp activities. A camper may be permanently dismissed from Lawrence Academy Summer Programs if his/her actions have demonstrated an inability to follow the rules and/or have created a risk of injury to the camper or to others.

**Health Care**

Health History and Physical Forms: All health forms must be on file by June 1, 2015. It is a violation of state regulation to have any campers in our programs without the proper health information on file.

Camper Concerns: The camp application form you signed included a request that parents notify the Director regarding any significant medical, emotional, or behavioral concerns you may have about your child. This information will assist us in providing a mutually advantageous strategy for managing any difficulties that might occur. Parents should share any concerns with the camp staff that might develop during the camp session.
Medication: State regulations require that all medications must be in the original pharmacy container with the correct name, date, and instructions on the label. The nurse will ask you to fill out and sign a special permission form for medication administration. Use of, or carrying of Epi-Pens and Inhalers also requires a permission form to be completed by parents. **Children are never allowed to keep prescription or over-the-counter medication in their possession** (the exceptions are Epi-pens and Inhalers that have been properly labeled and approved by the nurse).

Illness: Lawrence Academy Summer Programs sets the guidelines for excluding children from camp due to illness. A partnership between home and camp is needed to promote the health of campers and staff. For the health and welfare of all concerned, the nurse may make an assessment that your child is too ill to be at camp. In such cases, she will call to ask you to pick your child up from camp. Please help us and your child by responding promptly if we call you. Your child may not attend camp if they are experiencing any of the following symptoms within 24 hours of the camp day:

- Fever of 100 degrees or higher (Campers should be fever free and off Tylenol for 24 hours)
- Recurrent diarrhea, vomiting or nausea
- Flu-like symptoms
- Sore throat, particularly with swollen glands
- **Cold Symptoms**
- Significant headache or stomach ache
- Contagious skin disease
- Conjunctivitis
- Any illness where a child is unable to participate fully in camp activities
- Children placed on antibiotics should be on them for 24 hours before returning to camp

**Sun Protection and Hydration**

Lawrence Academy Summer Programs understands the importance of hydration and keeping campers safe in the sun. Through a team effort that involves parents, staff, and campers, we can achieve the best results. Please apply sunscreen to your child before they come to camp each day. We ask that you please send your child each day with the following:

- Waterproof Sunscreen
- Water bottle
- Appropriate dress for the weather each day
- Hat
Our staff will do the following for your camper: make sure there are frequent water breaks, encourage campers to drink water, act as role models by applying sunscreen to themselves and by wearing hats.

Our staff will remind campers to reapply sunscreen throughout the day. Campers are expected to apply sunscreen themselves.

**Daily Arrival and Departure**

Help us make the beginning and end of your child's day as safe and organized as the rest of his/her experience at Lawrence Academy Summer Programs by following the guidelines below. They are designed to provide maximum safety and efficiency.

- Please drive slowly and cautiously.
- Powderhouse Road (the main road through campus) is **One Way**.
- **Park (parking spaces are clearly marked or ask our staff for assistance) your car and walk inside the building to pick up and drop off your child.**
- Do not use your cell phone while on campus.
- No camper, regardless of age, may leave the campus on foot or bicycle unless accompanied by a parent or guardian over the age 18.
- Please obey the traffic signs and the instructions of our staff; they are meant to help you and keep campers safe.
- If you are picking up more than one child in more than one location, let us know and we will arrange to have the older child brought to the younger child's location.

**Transportation**

The following is a list of bus routes. Transportation is on Lawrence Academy's mini white busses. The driver and the counselor on the bus are Lawrence Academy Summer Programs' employees.

**Bus Route: Acton at Kmart on Rt. 27**

  A.M. Pick-up: 8:30 A.M.  
  P.M. Drop-off:  
  4:30 P.M.
Bus Route 3: Westford at the Roudenbush Community Center
   A.M. Pick-up: 8:30 A.M.    P.M. Drop-off: 4:30 P.M.

Transportation Refund Policy: All policies and procedures for Camp Registration apply to transportation Registration. Due to route planning, we cannot refund money.

Transportation Behavior Policy: All policies and procedures outlined in the Parent Handbook apply to transportation.

**Early Drop-Off and Extended Day**

Campers can be enrolled by the week or the day. Our programs are staffed by members of our camp staff who choose to engage in additional work before or after the primary camp day. The fee for Extended Day is $10 a day for the morning and $20 for the evening. Fees are not prorated. Accounts will be charged at the end of the week for daily unreserved use.

Campers enrolled in the morning Early Drop-Off program may be dropped off as early as 7:30 AM in the theater classroom of the Richardson Meese Preforming Arts Center. Please escort your child into the building and check them in with the staff. At 8:55 AM campers will be escorted to their respective programs.

Campers enrolled in the After Camp Care, 4:00-6:00 PM, can be picked up in the theater class room of the Richardson Meese Preforming Arts Center any time before 6:00 PM.

**Program Pick-up and Drop-off locations**

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
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<tbody>
<tr>
<td>All-Sport</td>
<td>Stone Athletic Center</td>
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<tr>
<td>Artist in Residence</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Baseball</td>
<td>Grant Rink</td>
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<tr>
<td>Basketball</td>
<td>Stone Athletic Center</td>
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<tr>
<td>Broadway Bound Theatre</td>
<td>Richardson Performing Arts Center</td>
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<tr>
<td>Computer Graphics/Computer Game</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Cooking</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Counselor in Training</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Craft</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Activity</td>
<td>Location</td>
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<tr>
<td>Cricket</td>
<td>Stone Athletic Center</td>
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<tr>
<td>Crime Scene Investigation</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Dance</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Fairy Tale Theater</td>
<td>Richardson Performing Arts Center</td>
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<tr>
<td>Fashion Design</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Field Hockey</td>
<td>Stone Athletic Center</td>
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<td>Lacrosse</td>
<td>Stone Athletic Center</td>
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<tr>
<td>LA Day Camp</td>
<td>Richardson Performing Arts Center</td>
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<td>Mandarin</td>
<td>MacNeil lounge/Gray Building</td>
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<td>Math</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Mindcraft Engineering</td>
<td>MacNeil lounge/Gray Building</td>
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<td>Jr. Naturalist</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Outdoor Adventure</td>
<td>Stone Athletic Center</td>
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<tr>
<td>Photography</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Pirate Ships</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Robotics and Jr. Robotics</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Soccer</td>
<td>Stone Athletic Center</td>
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<tr>
<td>Web Design Workshop</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Wilderness Survival</td>
<td>MacNeil lounge/Gray Building</td>
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<tr>
<td>Writing</td>
<td>MacNeil lounge/Gray Building</td>
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**Important 2015 Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 1</td>
<td>Final payments due</td>
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<td>June 1</td>
<td>Physician's forms due</td>
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<tr>
<td>June 22-26</td>
<td>Session 1</td>
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<td>June 29-July 3</td>
<td>Session 2</td>
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<td>June 6-10</td>
<td>Session 3</td>
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<td>July 13-17</td>
<td>Session 4</td>
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<td>July 20-24</td>
<td>Session 5</td>
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<td>July 27-31</td>
<td>Session 6</td>
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<td>August 3-7</td>
<td>Session 7</td>
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August 10-14: Session 8
August 17-21: Session 9