

Gymnastics Academy of Boston—Cambridge



Summer Camp Family Handbook

2022

Adventures in Middle Earth



[All Documents] uploaded/filled out and signed electronically on
https://www.hisawyer.com/gymnastic-academy-of-boston/schedules?schedule_id=camps

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Introductions

Dear Parents and Guardians,

The Gymnastic Academy of Boston (GAB) has been a leader in teaching children's gymnastics in the greater Boston area for the past 44 years at our four locations. GAB summer camp offers a wide variety of activities throughout the course of the day. We have a fun-filled morning of gymnastic stations, circuits and drills, arts and crafts, large and small group games, and weekly surprise activities and themes to keep involvement and learning peaking. In the afternoons, we enjoy swimming at the pool or sprinkler park. Our camp program stimulates learning in a fun environment, while developing a positive attitude towards fitness. Newly found confidence extends to social development in their everyday lives which is evident when your child is eager and excited to show new skills to you, friends, and staff.

In closing, whether you are an expert gymnast or a shy preschooler, our camp has something for you! As always, if you have any questions, please feel free to give us a call. We will be happy to assist you and would like to thank you for choosing the Gymnastic Academy of Boston for your summer camp needs!

Ripley Stark, Camp Director
Julia Jacobs, Owner and General Manager
Gymnastic Academy of Boston, Cambridge
128 Smith Place Cambridge, MA 02138
617-441-9700

Our Mission

The Gymnastic Academy of Boston-Cambridge seeks to foster a positive environment where children can feel a sense of belonging and community, while being given the tools they need to excel at the sport of gymnastics and in life.

Philosophy

Here at Gymnastic Academy of Boston-Cambridge, we believe in the power of a healthy lifestyle and inspiring our children to live their best lives. Start your child off right and allow them to learn fitness routines that will serve them for years to come in a safe, respectful, fun environment where the focus is always on them!

Your Summer Camp Counselors

We are happy to announce that we have hired 5 new full-time staff, including 3 counselors and 2 assistant directors, all 20+ years old. Emily, our Gymnastics Specialist AD, has years of experience coaching and has been a fully certified judge with USA Gymnastics. Connor, our Counseling Specialist AD, has experience as a lifeguard so will be an asset at the pool. The full-time staff will be partnering with the part-time gymnastics instructors you may know if you attend our gym during the school year to provide co-coaching supervision and instruction for each camper group.

The safety and emotional health of your children is our top priority. All full- and part-time counselors at GABC are USA Gymnastics *Recreational Coach* certified. This certification requires the following courses: Fundamentals of Gymnastics Instruction, Safety & Risk Management, Safe Sport Policy, and Tough Coaching or Emotional Abuse: Knowing When the Line Has Been Crossed. They also take the CDC's HEADS UP to Athletic Trainers: Online Concussion Training. Additionally, we have preseason orientation to train counselors on our curriculum, safety procedures, classroom management techniques, and camp policies. They also debrief after camp each afternoon with the Assistant Directors and/or Camp Director to immediately address any challenging areas and adapt to them for the next day. This ongoing professional development is in place to make sure our ethical, pedagogical, and relational interactions with your child provide for their needs as best as we can. Please reach out to our Camp Director or General Manager if you find that our staff are not conducting themselves to this standard.

Respect and Anti-Harassment

Every child is entitled to be treated with respect. We strive to create a camp environment free from harassment, whether verbal, visual or physical, based on race, sex, religion, gender identity, sexual orientation, ability or any other protected condition or status. Any employee, regardless of position, who is found to have acted in violation of this policy, will be subject to discipline, including possible discharge. Please submit any feedback to either Ripley or Julia.

Preparing for Camp

What to Wear

Children should be barefoot in general gymnastics classes; socks can be very slippery. Children should wear leotards, or tucked-in shirts with shorts or leggings. A leo allows us to see exactly what position a child's body is in, the better to make corrections. It also gives the instructor a good grip if the need to spot (take hold of the child) should arise. No belts, buckles, snaps or zippers are allowed on our equipment. No jewelry may be worn and hair shoulder length or longer must be tied back. Please no bare midriff. If sports bras and shorts are preferred by the student, then a fitted tank top or t-shirt must be worn as well.

Items to Bring to Camp

- Gymnastics clothes: leotard, t-shirt (tucked in), shorts, leggings
- Snack and lunch: easy to clean, NO NUTS please. Food sharing is not allowed.
- Water bottle
- Pool bag (afternoon): Please put the following items in a plastic beach bag. We will be changing at the pool. All other personal items will be left at the gym while we're at the pool.
 - Sunscreen (we will carry 2 brands and you can mark in your intake which you authorize if your camper forgets theirs: [Bullfrog Sunscreen Amphibious Lotion SPF 50](#) and [Coppertone WaterBabies Sunscreen Spray SPF 50](#))
 - Bathing suit (well-fitted and sturdy, if you are only attending in the afternoon, your child may arrive at camp with their bathing suit under their clothes)
 - Towel
 - Flotation devices (optional, there may be some available at the pool)
- Hand sanitizer (we will have [EO Hand Sanitizer Gel: French Lavender](#) available)
- Quiet time activities (book, coloring; please do not bring toys that are difficult to share with all campers)

Please label all items with child's name.

Campers tend to burn a lot of energy! Half-day campers will need a snack, drink and water bottle. Full day campers will need to bring at least 2 snacks with 2 drinks, lunch with an additional drink and water bottle.

Our Efforts to Create a Nut-Free Environment

We have many students in our program who have SEVERE and LIFE-THREATENING nut allergies. Please do not bring any products containing nuts into our facility. Thank you for your consideration; we appreciate your cooperation. Please be aware that while we make every effort to provide a nut-free zone, we cannot guarantee our success since we have many visitors enter our facility who may not be aware of our policy.

[\[Nut-Free Camp Acknowledgement\]](#)

ADVENTURES IN MIDDLE EARTH

This summer your gymnast will be exploring themes of fantasy, adventure, and heroism as we tie *Lord of the Rings* and *Dungeons and Dragons* into our summer fun! Ripley, our camp director, is an experienced Dungeon Master who's designed a customized version of D&D for children and will be running a campaign during our extended day program.

Pulling from *Lord of the Rings* and *Dungeons and Dragons*, our age-skill groupings will be based on the most agile species of Middle Earth!

HOBBITS

4-5 year-olds

Also called halflings, these little people are known for being lucky and sneaky but loving a good meal. Our youngest campers, or ones who are a little older but complete beginners in gymnastics.



FAE

5-8 year-olds

Known as tricksters, each with their own unique magic, fairies are small and quick. Young campers with some exposure to gymnastics, starting to learn how to fly.



TABAXI

8-10 year-olds

Wild and strong, these cat people are natural acrobats able to move at great speed. Beginning to intermediate skill levels for our mid-age campers.



ELVES

10-12 year-olds

The eldest of all the peoples of Middle Earth, elves are elegant and graceful, capable of mighty feats of magic and battle. Intermediate to more advanced skill levels and older campers.



ELADRIN

Our counselors-in-training!

The eladrin are ancient elves who once became trapped in the Feywild, also known as the Plane of Faerie, a dimension suffused with potent magic and passionate emotions. Over time the eladrin absorbed the powerful wild magic including the power of flight.



We are using a co-coaching model, so each group will be led by two instructors.

We aim for your child to stay with their same group during their entire attendance.

If the number of campers exceed the counselor:camper ratio of 1:5 for ages 4-7 and 1:10 for ages 8+, we will split their levels by D&D class! For example, we might have Hobbit Rogues, Hobbit Rangers, and Hobbit Wizards if we have 12 four-year-olds, with 4 kids in each group.

Schedule

8:30	Gym opens, Extended Day begins
8:50	Day camp arrival
9:00-9:15	Whole camp warm-ups and stretching
9:15-9:45	Camp announcements and games
9:45-10:30	Gymnastics Event Rotations
9:45-10:00	First event rotation
10:00-10:15	Second event rotation
10:15-10:30	Third event rotation
10:30-10:45	Snack break
10:45-11:00	Fourth event rotation/Hobbit creative activity
11:00-12:00	Choreography Rotations and Open Gym
11:00-11:15	Hobbits
11:15-11:30	Fae
11:30-11:45	Tabaxi
11:45-12:00	Elves
12:00-12:30	Lunch/Morning kids pick-up/ Afternoon kids drop-off
12:30-12:45	Quiet time
12:45-1:45	Shuttle to pool/park
12:45	First shuttle
1:15	Second shuttle
1:30	Third shuttle
1:00-2:00	Pool/Park
2:15-3:00	Shuttle from pool/park
2:15	First shuttle
2:30	Second shuttle
2:45	Third shuttle
3:00-3:30	Quiet time/ Afternoon kids pick up
3:30-5:15	Extended Day: Dungeons & Dragons and Open Gym
5:15-5:30	Extended Day pick up

Schedule Details

Extended Day Drop Off	Extended day begins at 8:30, when the gym is unlocked by Assistant Director Emily, and ends at 5:30 when the building is closed by Assistant Director Connor.
Morning Half/Full Day Arrival	Drop off your children by 9am so that they can have the full benefit of warming up, stretching, and playing team-building camp games.
Gymnastics Event Rotations	Campers age five and up will be given daily instruction and practice on four events (bars, beams, vault, Tumbl Trak, and floor), rotating through the week to get a chance at each of them while scaffolding skill progressions. Hobbits, our four-year-olds, will do three events and then a creative activity while the older students are doing their fourth rotation.
Morning Snack and Lunch	Please send campers with low-mess foods and beverages, including a water bottle.
Choreography Rotations	Every week campers will learn choreography for a dance/floor routine to a song clip, led by a co-coach team, which features skills of different levels for each group combined into a whole-camp performance! While each group learns their choreography, the other three groups will be supervised at events of their choice by the rest of the counselors.
Half Day Pick-Up/Drop-Off	This transition before heading to the pool can be quite chaotic, so to help out the flow of camp activities, please have picked up or dropped off your child by 12:30. If you are dropping off, you may have the child already wearing their bathing suit under their clothes to save time, but please remember to send them with gym clothes if they are staying for extended day.
Quiet time	Please send your child with a book, coloring pages, or other quiet activity. We ask that you do not allow your child to bring toys from home that are too difficult to share with a large group of children.
Pool/Park	We will be going to Dilboy Pool in Somerville . They not only have lifeguards, but our Assistant Director, Connor, has lifeguard experience, as well.
Extended Day: Dungeons & Dragons	Camp Director Ripley will be running a D&D campaign for campers who are interested in fantasy role-playing. The other kids can do open gym events, Avenger's workouts, or activities based on interest, supervised by other counselors.
Extended Day pick up	Camp closes at 5:30, and you may begin picking up at 5:15.

Safety Policies

Release of Campers

No camper shall be released from camp to any person (including parents) without a specific release on file. Adults must enter the building to sign out their camper(s), as this is city and state regulation for camps.

Please add any person you would like to authorize. You may return to this link, log in, and add additional authorizations if needed. If you add one on the day of pick-up, please call our office to ensure that the sign-out book can be updated. If it is not possible to use the portal to add a release, you may call our office, speak with Ripley (preferably), Connor or Emily (Assistant Directors), or Julia (Owner) and verbally describe the person the child is to be released to. The staff member who received the description will make a visual confirmation at sign-out.

Release Of Information About Campers

Due to the nature of the information we secure about their campers, NO information will be released from personal forms, medical forms, etc. except by the Director/ADs where circumstances warrant (emergency personnel, etc.). Only the director team will have access to your personal data. This information is also not available to individuals specified on camper pick-up release forms, but only to the adults on the child's profile.

[\[Camper Pick-Up Release Form\]](#)

Administering Medication and Authorization

The Camp Director and both Assistant Directors are First Aid/CPR/BLS certified and function as the health supervisors for camp. The health supervisors will be the only people authorized to administer medication. By default, the Camp Director will perform this duty. If the camp director is not on site, then the next designated staff member who is fully certified will be the one to administer medication. All medicine will be stored in a secure, designated location. It must be in the original container and be clearly labeled with your child's full name, prescriber's name, directions for administration and expiration date.

A medication log will be kept with a copy of the Administration of Medicine form attached. This log will include the name of medicine, date and time administered, and dosage, and will be signed by the camp director. If the camper is absent on the day that medication is scheduled to be taken; this information will be indicated on the medication log. All unused medication will be sent home.

[\[Authorization for Emergency Care\]](#)

[\[Medication to be Administered at Camp Form\]](#)

[\[Medication Authorization Release Form\]](#)

[\[Allergy Information Form\]](#)

[\[Medication to be Administered at Camp Form\]](#)

[\[Upload Medical Record with Physical Exam and Medication List\]](#)

[\[Upload Immunization Record\]](#)

[\[Upload Covid Immunization Card\]](#)

EpiPen Administration

I hereby authorize GABC employees and agents on my behalf, to administer or attempt to administer to my child, or allow my child to self-administer the lawfully prescribed EpiPen. I acknowledge that it may be necessary for the EpiPen medication to be administered to my child by an individual who is not a nurse or medical professional, and I specifically consent to such practice. I hereby waive any claim for myself my heirs, executors, assigns, or personal representative that I might have against GABC, its employees, officials, or agents from and against any and all claims, damages or causes of action arising out of or in anyway connected to the self-administration, administration, failure to administer, or attempt to

administer EpiPen medication to my child. I further agree to protect, indemnify, defend and hold harmless GABC, its employees, officials, or agents from and against any and all claims, damages or causes of action arising out of or in any way connected to the self-administration, administration, failure, to administer or attempt to administer EpiPen medication to my child.

[\[EpiPen Administration Information and Authorization Form\]](#)

Swimming Skill

Please indicate if your child has had swimming lessons, and how comfortable they are in the water. Please let us know if your child needs a flotation device at all times, or if they need an adult next to them in the water at all times. If possible, we will be conducting an informal swimming test (get across width of pool by any means, with floaties if indicated) upon their first day at the pool so we have an idea of their skill.

[\[Swimming Skill Form\]](#)

Sunscreen Application

Please indicate whether you authorize staff to assist your child apply sunscreen to their neck, shoulders, upper back, and face/ears. Staff can give verbal reminders to children for other areas, or all areas. In the case that your child forgets their sunscreen, we will carry 2 brands: [Bullfrog Sunscreen Amphibious Lotion SPF 50](#) and [Coppertone WaterBabies Sunscreen Spray SPF 50](#))

[\[Sunscreen Application Authorization Form\]](#)

[\[Sunscreen Brand Choice or Allergy Form\]](#)

Photo and Video Release

For part of our weekly curriculum, we will be recording a short video of a routine to share with the parents. We may also take photos of campers to publish on social media. We request permission to use photographs of children enjoying themselves at camp for any legal use, included but not limited to: publicity, copyright purposes, illustration, advertising, and web content. Furthermore, I understand that no royalty, fee, or other compensation shall become payable to me by reason of such use. If you do not authorize images of your child to be on our social media pages, we will share the videos of their performance through an unlisted (unsearchable) YouTube link.

YouTube unlisted playlist: <https://youtube.com/playlist?list=PLdF3CoC7e3ZiFnSMojFtLERzUE-RimDFI>

Facebook: <https://www.facebook.com/GABCGymnastics/>

[\[Photo and Video Release Form\]](#)

Travel on Camp Bus

GABC owns a 14-seat shuttle bus that we will be using to transport campers to Danehy park (playground and sprinkler park), or to Dilboy Somerville pool. There are individual lap seatbelts. You may send your young child to camp with a booster seat and indicate that you want us to use it. Please ensure that it is the correct type (for use with only a lab seatbelt).

[\[Bus Transport Approval Form\]](#)

[\[Bus Booster Seat Requirement Form\]](#)

Evacuation Plan

This plan was reviewed and approved by the Cambridge Fire Department. We have other plans in place for various other types of incidents. If you would like to view the staff handbook which outlines all our emergency procedures, please let the Camp Director know.

The Camp Director will be responsible for making sure all children exit the building safely. The camp director will be the last person to leave the building. The camp director will do a final survey of the area checking all rooms before they leave to make sure no one is left behind.

All staff will be responsible for getting the children into a single file line to leave the building. A head count will be taken before the children are in line, after the children have lined up, and after the children have exited the building.

There will be one staff member at the beginning of the line and one at the end of the line. The rest of the staff will be positioned in the middle of the line to make sure all children are covered thoroughly.

We will exit the back door and then walk down Faucet Street, in front of Iggy's Bakery. The children will wait in a single file line until clearance is granted to go back to the building. A head count will be taken before returning and then walking back to the area, and upon entering the gym.

Procedure for exiting main floor of gym

- Form single file line in middle of the floor (nearly equidistant to both main exits)
- Head count
- Determine source of fire or smoke
- Exit either to the right out the back door or to the left out the front door depending on location of fire
- Walk single file line down Faucet Street

Procedure for exiting waiting area of gym

- Form single file line near the front door
- Head Count
- Exit right out front door and then turn left walk down Smith Place
- Take left at end of Smith Place and then walk down Faucet Street.

Procedure for exiting the mezzanine of the gym (upstairs)

- Form single file line to the right side of the gate.
- Head Count.
- Single File line down the right side of stairs
- Exit right out back door.

Procedure for exiting second waiting area of gym

- Form single file line to left of bathrooms
- Head Count
- Exit right out front door and then turn left walk down Smith Place
- Take left at end of Smith Place and then walk down Faucet Street.

After all children have left building with staff the camp director will then check every room of the gym making sure all children are out of the premises. All windows and doors will then be shut and the camp director will then meet the children down at Iggy's on Fawcett Street for a roll call. All personal belongings will be left inside the gym.

[Evacuation Plan Acknowledgement]

Covid-19 Policies

We are following the Cambridge City guidelines, as well as those of the CDC. The below policies are based on the March 3, 2022 Memorandum to the DESE/DPH Protocols for Responding to COVID-19 Scenarios - SY 2021-22 and the February 28, 2022 DESE Mask Requirement update. We will treat camp as if it is a school, and follow the policies accordingly.

Masks

- All symptomatic individuals (vaccinated and unvaccinated children and staff), even if it is believed to just be a cold, must wear a mask at all times and follow COVID protocols below.
- Asymptomatic individuals:
 - Unvaccinated children and staff are required to wear masks indoors.
 - Vaccinated children and staff are not required to wear masks indoors.
 - Children attending camp will not have to wear masks while outdoors, regardless of vaccine status.
 - Vaccinated and unvaccinated staff members will not be required to wear masks outdoors.

Hygiene and Handwashing

- Children are required to wash their hands with soap and water before and after mealtimes.
- Staff will keep their hands clean throughout the day.
- Food and drinks are never to be shared.

Cleaning and Ventilation

- All mats and equipment are completely sanitized at the end of every day.
- The gym has been confirmed to be properly ventilated in order to ensure the lowest possibility of transmission.
- The gym will be completely cleaned and vacuumed at the end of each week.
- We comply with all CDC guidance for cleaning and sanitizing.

Screening and Monitoring

- Covid-19 vaccinations must be noted with other immunization records.
- Families and caregivers should screen children for Covid-19 symptoms each morning before sending them to camp.
- We will no longer be checking temperatures at the door.
- We will monitor children for symptoms throughout the day, and keep track of staff and camper contact in case of exposure.
- If a child starts showing symptoms at camp they will be masked, isolated from other campers, and sent home as soon as possible.

Symptoms

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

Protocol A: Protocol for individuals who test positive

- Duration: Self-isolation for COVID-19 positive cases is a minimum of 5 days after symptom onset or after positive PCR or antigen test, if *asymptomatic*.
- Return to school: After 5 days and once they have:
 - Been without fever for 24 hours (and without taking fever-reducing medications)
 - Experienced improvement in other symptoms.
 - Following the 5-day isolation period, wear a mask for 5 additional days when around others, other than when eating, drinking, or outside.
 - Note: Return to school should be based on time and symptom resolution. *Testing during isolation to return to school is not required.*

Protocol B-1: Protocol for asymptomatic, vaccinated close contacts outside camp

- Exempt from testing and quarantine
 - While in camp settings (including for sports and extracurriculars), asymptomatic vaccinated individuals remain exempt from testing and quarantine protocols.
 - If an asymptomatic, vaccinated individual is identified as a close contact outside of camp, they may return to camp. Individuals should closely monitor for symptoms and follow Protocol C if they experience symptoms.

Protocol B-2: Protocol for asymptomatic, unvaccinated close contacts outside camp

- Duration: Quarantine is at least 5 days from the date of exposure.
- Return to camp: After 5 days, returning on day 6, provided that they:
 - Email proof of negative at-home test from Day 5 to gabc.gymnastics@gmail.com Subject: COVID return
 - Remain asymptomatic,
 - Wear a mask, other than when eating, drinking, or outside, and conduct active monitoring for symptoms through day 10; and,
 - Self-isolate if symptoms develop.
- Note: If an individual has symptoms at the time they are designated as a close contact or within the 5 days following initial exposure, they should follow the protocol for symptomatic individuals (Protocol C). If an individual tests positive at any time, they follow the protocol for individuals who test positive for COVID-19 (Protocol A).

Protocol C: Protocol for symptomatic individuals

- Protocol C applies to vaccinated and unvaccinated individuals who experience the COVID-19 symptoms listed in Section 1 and who have not tested positive for COVID-19.
- Duration: Dependent on improvement in symptoms
- Return to School: Individuals may return to school after they:
 - Email proof of negative at-home test from Day 5 to gabc.gymnastics@gmail.com Subject: COVID return
 - Have improvement in symptoms.
 - Have been without fever for at least 24 hours without the use of fever-reducing medications.
 - Required to wear a mask until symptoms are fully resolved.

- Note: So long as the individual is not a close contact, if a medical professional makes an alternative diagnosis for the COVID-19-like symptoms, the individual may use this recommendation (e.g., for influenza or strep pharyngitis) in lieu of a PCR test or antigen test. Mask must still be worn in case symptoms change while recovering.
- If the result is positive, they should be sent home and follow Protocol A.
- If the result is negative, they should remain in school.
- If 1 day's symptom(s) persist after a negative test, the individual may retest within the subsequent 1-2 days. If symptoms worsen, the individual should seek medical care and be evaluated for the need for PCR testing.

[COVID Policy Acknowledgement]

Meningococcal Disease and Camp Attendees

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become deaf, have problems with their nervous system, become mentally retarded, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is at most risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common are at risk for meningococcal disease. Children and adults with damaged or removed spleens or an inherited immune disorder (called “terminal complement component deficiency”) are also at risk. People who live in settings such as college dormitories are also at greater risk of disease.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

There are currently 2 vaccines available in the US that protect against 4 of the most common of the 13 serogroups (subgroups) of *N. meningitidis* that cause serious disease. Protection with the meningococcal polysaccharide vaccine lasts about 3 to 5 years. A meningococcal vaccine (conjugate vaccine), which was licensed in January 2005, is expected to help decrease disease transmission and to provide more long-term protection.

Should my child receive meningococcal vaccine?

Meningococcal vaccine is not recommended for attendance at camps. However, this vaccine is recommended for certain age groups; contact your child's health care provider. In addition, parents of children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

How can I protect my child from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

- wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);

- cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
- not share food, drinks or eating utensils with other people, especially if they are ill.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850 or on the MDPH website at <http://www.mass.gov/dph>. Provided by the Massachusetts DPH in accordance with M.G.L. c.111, s.219

[Meningococcal Disease Acknowledgement]

Child Abuse and Neglect Procedure

Under the Massachusetts mandatory reporting law, MGL C119 Sec 51A, any staff member, who has reasonable cause to believe that a minor child under the age of eighteen years is suffering physical or emotional injury from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health and welfare, including sexual abuse or from neglect, including malnutrition, must immediately report it to the camp director.

The camp director will immediately report any suspected child abuse or neglect to the Massachusetts Department of Social Services ("DSS"). The camp director will also notify the Cambridge Inspectional Services Department if a report is filed with DSS alleging child abuse or neglect while a child is in the care of the camp.

If a staff member is accused of abuse or neglect and is subject of an oral or written report to DSS, that staff member will not be permitted to work with any campers until DSS has completed its investigation.

Any oral or written report to DSS, and any information related to the report, will be kept confidential except to those individuals on a strict need-to-know basis and to the extent required to comply with the camp's legal obligations.

All staff members must fully cooperate with any DSS investigation.

[Child Abuse and Neglect Procedure Acknowledgement]

Medication Administration, Waiver of Liability, and Indemnification Agreement

This is an important legal Agreement between the undersigned parents/guardians (each, or collectively, "Parents"), their child ("Camper"), and Gymnastics Academy of Boston--Cambridge with an office at 128 Smith Place, Cambridge MA 02138 ("Camp"). In consideration of Camp providing a camp experience and accommodating Camper's medication needs, Camper and Parents agree as follows.

1. Terms and Conditions

1.1. Parents have reviewed and agree to comply with Camp's Medication Administration Policy and have disclosed to Camp all relevant medical details about Camper necessary for Camp to provide a safe experience. 1.2. Parents are strongly encouraged to come on site to manage and administer Camper's medication. If Parents choose not to come on site to manage and administer Camper's medication, or if Camper requires immediate emergency medication like epinephrine or an inhaler, then Parents consent to Camper self-administering their medication and affirm that Camper has sufficient capacity and understanding to self-administer. 1.3. If Camp's lay staff determine that Camper is having a medical emergency, requires epinephrine, an inhaler, or other emergency medicine, and cannot self-administer such medicine, then Parents consent to Camp's lay staff administering the medicine to Camper and calling 911. 1.4. In the event of an emergency, Parents authorize Camp to make medical decisions on Parents' and Camper's behalf. Parents authorize Camp to have Camper hospitalized or treated by third party medical providers, including those that do not accept Camper's insurance. Parents authorize Camp, its staff, and outside medical providers to disclose to each other Camper's personal health information, medical conditions, treatments, and prognosis. Parents authorize Camp to sign on behalf of Parents or Camper any agreements, consents, or disclaimers required by medical providers to administer treatment. 1.5. Parents agree to reimburse Camp in full if Camp incurs any expenses for Camper's medical treatment, including emergency and nonemergency treatment that takes place without Parents' advance knowledge. Parents acknowledge and agree that Camper

has in place, and that it is Parents' obligation to have in place for Camper, all appropriate insurance coverage, including without limitation medical insurance.

2. Assumption of Risk, Waiver of Liability, and Indemnification

2.1. Parents and Camper acknowledge that Camp will not have medical staff on site; lay staff will supervise self-administration of medications, and may administer Camper's epinephrine, inhaler, or other medication in an emergency. This entails certain inherent risks, which Parents and Camper voluntarily assume. Neither Parents nor Camper will hold camp or its owners, directors, employees, independent contractors, vendors, volunteers, guests, officers, successors, assigns, affiliated parties, and/or club partners or club employees ("released parties") liable if Camper is injured or suffers a loss due to an inherent risk of Camp. 2.2. Parents and Camper release, waive, discharge, and covenant not to sue Camp and the released parties from/for liability for any and all claims for injury or other loss resulting from the inherent risks of Camp or the ordinary negligence of Camp or the released parties. 2.3. Parents and Camper agree to this assumption of risk, waiver of liability, and indemnification, which applies today and on all future dates, on behalf of themselves and their heirs, next of kin, assigns, personal representatives, executors, administrators, successors, and spouses. 2.4. Parents and Camper agree to hold harmless, defend, and indemnify camp and the released parties (i.e., defend and pay any judgement and costs, including attorney fees) from all claims of Camper, Parents, family members, or others arising from injury or loss to Camper or Parents due to an inherent risk of Camp or the ordinary negligence of Camp or the released parties.

3. Other Important Provisions

3.1. If any portion of this Agreement is unlawful, invalid, or unenforceable, then it shall not impact the validity and enforceability of any other provision of this Agreement. 3.2. The sole and exclusive venue for any dispute related to this Agreement shall be a state or federal court in New Jersey. Any dispute related to this Agreement shall be governed by New Jersey law without giving effect to conflicts of laws principles. 3.3. If Camp prevails in any proceeding related to this Agreement, then Camp shall be entitled to recover its attorney fees and other costs incurred in the proceeding, in addition to such other relief to which it may be entitled.

Acknowledgment/Signature

I, a parent/legal guardian of Camper, have the legal authority to enter into this Agreement. I have read and understood the Agreement, agree to be bound by its terms and conditions, and have explained its terms and conditions to Camper and any other parent or legal guardian of Camper, who also agree(s) to be bound by them. In witness whereof, the undersigned has/have caused this Agreement to be executed.

[\[Medication Administration, Waiver of Liability, and Indemnification Agreement\]](#)

Other Forms Collected

Late Fee Policy

Any camper who is not picked up at their designated pick-up time and not scheduled for extended day will incur a \$1.00 a minute late fee charge. This fee must be paid at the time of pick up. After three late pick-ups, the late fee charge will be increased to \$5.00 per minute.

Our late fee policy is not intended to be used as extended day. Any camper, who is picked up late more than three times, will subject to additional fees at the discretion of the Camp Director.

If you have any questions regarding this late fee policy, please feel free to contact the Camp Director.

[\[Late Fee Acknowledgement\]](#)

[\[Camper and Parent/Guardian Contact Information Form\]](#)

[\[Additional Emergency Contacts Information Form\]](#)

We look forward to seeing you at camp this summer!