



2017 Parent Handbook

Wheeler Summer
The Wheeler School
357 Walker Street,
Seekonk, MA, 02771

Camp Office: 508.336.8377

Health Services: 508.336.8377

FAX: 508.336.9136

E-mail: summercamp@wheelerschool.org

General Information

Welcome

In this handbook you will find everything you need to know to have a successful experience at Wheeler Summer. We invite you to read it over and bring your questions to the next open house and/or email us anytime!

Camp Director

Bob Rojee

Assistant

Megan Devendorf

Wheeler Summer Phone Numbers

Camp Office

(508) 336.8377

Camp Office Fax

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Camp Email

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Wheeler Summer Camp Hours of Operation

Extended Day drop-off begins: 7:30am

Drop-off begins: 8:30am

Pick-up begins: 3:45pm

Extended Day late pick-up ends: 6:00pm

Program and Activities

Wheeler Summer's philosophy is about giving campers an opportunity to be active in an outdoor environment, explore new things, have fun, build confidence, and make long lasting friendships! For summer 2017, we have enhanced our programs and offerings and truly believe that you, and most importantly, your children, will be happy campers.

Our Summer Camp programs, for children ages 4 to 14, feature a busy day full of fun camp activities for campers grouped by age. Campers who are curious to explore have a choice of our week long Specialty Camps in athletics, arts, and enrichment directed by highly qualified organizations and our wonderful Wheeler faculty. Our Specialty Camps are full-day programs that include a half-day of Specialty Camp and half-day of Traditional Camp. Swim lessons take place each day for campers in both programs. Wheeler summer will also offer a few specialized programs this summer that are full-day programs.

What is Play at Wheeler Summer Day Camp?

Our staff is expert at knowing the developmental needs of each individual child, and we want to inspire the children's learning and create a curiosity about the natural world. With the tremendous advantage of our 120-acre Farm Campus we can base all projects in a spectacular physical environment. For example, a favorite activity at camp is going on frog hunts. Before campers are lead through the woods to look for frogs a counselor might ask, "What do we know about frogs?". The children offer up their ideas, a group conversation takes off, and it serves as a perfect launching pad for the hands on search!

As the campers get older the philosophy is exactly the same, but we layer on important lessons about leadership and responsibility. They truly learn what it means to be an active participant and be a role model for our younger groups. They have the opportunity to implement change, make new inventions, engage in team building activities and, most importantly, form lasting/meaningful friendships. For example, older campers might create a composting system for our entire camp community. They might decide they want to harvest the cucumbers, research a place to donate the vegetables, and take a trip to the RI Food Bank to deliver their shipment! A camper might be inspired to create their own obstacle course or learn to make their own paper. The possibilities are endless and so are the lessons! Visit http://www.promiseofplace.org/what_is_pbe for more information.

Swim Program

Wheeler Summer's swim instruction is delivered by our aquatics partner – Pods Swimming. Pods Swimming believes in upholding the highest professional standards for instruction in swimming and aquatic safety. We do this by being active in the nation's top swimming associations and by keeping our staff trained, certified, and current in best practices and safety. The ultimate goal of Pods Swimming is for children to be safe in the water, to love the water, and to enjoy the sport of swimming for a lifetime. We work with each child individually to provide

the best possible learning environment to reach his, her, or their highest potential. Small instructional groups help children learn water safety and build swim skills in a safe, supervised, and positive setting. In addition to daily swim lessons, all Traditional campers may choose free swim. All specialty campers will receive a modified swim lesson.

For more information on the Pods Swim Program you can access their website here:

<http://www.podsswimming.com/index.html>

Camp Staff

Wheeler Summer has hired a team of seasoned and enthusiastic staff who are committed to your child's growth. They are all excellent role models, chosen for their ability to create a fun, safe, and diverse community for kids. Each member of our senior staff, including our Directors, Unit Leaders, Specialty Counselors and some Camp Counselors are experienced educators. Some teachers are from The Wheeler School or other nearby schools. All staff participate in a week long, comprehensive training before and during camp. Staff will also take place in a CPR/First Aid training and certification.

We recognize the impact a good camp 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 committed team leads by example as they maintain a safe environment with a healthy balance of fun and challenge.

Safety

We know that in order to provide a fun and exciting summer camp experience our campers need to be safe. All our staff are trained and on how to handle emergency situations as well as how to teach each camper to take safety seriously in order to prevent an injury. Some basic safety concerns that we enforce daily are that each camper wears close toed shoes, bug spray, and sunscreen. We also require each camper to bring his/her own water bottle and provide cold water to refill water bottles in several locations around camp. Because we are an outdoor camp safety starts by being prepared for the elements and staying well hydrated.

Other Camp Policies

The Wheeler School and/or Wheeler Summer does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, or disability in the administration of its educational, and admissions policies, staff recruitment and hiring or other programs and activities administered by the school.

Camp 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.

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. Wheeler Summer 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.

Wheeler Summer must comply with regulations of the Massachusetts Department of Public Health (105 CMR 430) and be licensed by the Town of Seekonk Board of Health.

Registration Policies

Wheeler Summer offers secure online registration for all summer camp programs through the Active Network. Please visit www.wheelersummercamp.com for information on all of our programs and to register online.

- Registrations are processed on a first come, first served basis
- Payments will be automatically deducted on the first of each month of the session within those months.
- Changes in enrolled weeks may be requested and are based on availability
- Wheeler Summer reserves the right to dismiss a camper after we work closely with the family to come up with an individual behavior plan. The expectation is that between the Unit Leader/Director and Family will work together to create a positive environment for your camper. staff and family will constantly be evaluating how the camper is doing, and at some point Wheeler Summer may find camp is not the right fit for your child. When the behavior interferes with the rights of others, the smooth functioning of the group or activity, or violates Wheeler Summer principles of conduct, at that point Wheeler Summer will have to dismiss the camper.

While Your Child Is At Camp

Communication

Open communication is key to you and your child having a successful camp experience. We welcome all your questions and concerns, and you can reach us by calling the camp office at 508.336.8377 or emailing the Director and/or Unit Leader at summercamp@wheelerschool.org. We are happy to speak with you regarding your child or our program and can help direct you to the appropriate staff.

Absence

Please email or call the office, 508.336.8377, 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 with the details is much appreciated.

Placards

NEW this year all families will be given placards with your child's name on it. You will receive the placard on Saturday June 24 between 11:30-1 at the all camp family BBQ. Please bring your photo ID. Once you show your photo ID the Director will initial the top right corner of the placard and you will no longer need to be ID'd the rest of the summer as long as you have the placard! If you are not able to make the BBQ to pick up the placard we will have extra printed on Monday morning, ID and initial the placard during drop off.

Drop Off

There are two Drop-off stations, one for the Lower Camp and one for both Middle and Upper Camp. When you pull into the entrance please have your placard placed on your dashboard so it is clearly visible. Follow signs for your child (ren) designated group (s). Lower Camp drop off is at the top of the driveway at the tennis courts. Middle and Upper Camps drop off is in the parking lot on the grass area. Drop-off at The Farm begins at 8:30am. A Counselor will come to the door and assist your child out of the vehicle and check your child in. If you have a note for the Wheeler Summer office, you may hand it to any Counselor. There is a designated Camp Counselor who operates the drop off and pick up operation. Please feel free to ask any questions you may have to him/her.

Early Arrival

Unless your child is enrolled in the Morning Extended Day Program you cannot drop off until 8:30am. We staff the Morning Extended Day Program as necessary and therefore do not have additional staff at camp until 8:30. You can enroll in the Morning Extended Day Program at Registration with as little as one day's notice.

Late Arrival

If your child arrives at camp after 9:00am, please bring him/her to the Camp Office to be signed in. A staff person will then bring them to their group. Arriving on time between 8:30am and 8:55am at The Farm makes for a smooth transition and start to your campers' day. By arriving on time you eliminate unnecessary stress on your camper and can say goodbye in a calm and timely manner. Particularly for our Lower Campers arriving on time and sticking to the routine helps to ease stress and anxiety.

Pick-Up

Pick up begins at The Farm at 3:45 each day. Please stay in your car. You will be directed to

your child's group (all groups are holding signs with the appropriate group name). Please have your placard placed on the dashboard where it is clearly visible.

Pick-Up by Someone Other Than Parent/Guardian

If a camper is going home with anyone other than the parent, we must have a Camper Release Authorization Form signed by the parent stating whom the alternative pick-up people are.

Under no circumstance will a camper be placed in a car with anyone who is not listed on this form unless we receive permission from the parent in writing.

Late Pick-Up

Communication is key! If you know that you are going to be late please give us notice ahead of time by calling the office at 508.336.8377. If you are late picking up your child and it's a one time occurrence we understand and will not charge you, however if it happens a second time we will charge for one weeks worth of extended day programming.

Bus Services

For \$55/week you can choose to drop off and pick up either at The Wheeler School in Providence, RI at the Garden City Mall Park & Ride lot in Cranston, RI or at Barrington High School in Barrington, RI. All bus service is strictly round trip. Routes are not interchangeable.

Drop off at Providence, Barrington & Cranston for Bus Services:

To help accommodate as many families and campers as possible, Wheeler Summer provides bus transportation to the following 3 locations for summer 2017:

- Barrington-Barrington High School 220 Lincoln Ave Barrington RI 02806
- Cranston-Garden City Mall Park & Ride Lot 160 Midway Road Cranston RI 02920 (Behind Post Office in Garden City)
- Providence- The Wheeler School campus 211 Hope St Providence RI 02906 (meet on corner of Meeting St and Hope St)

Morning drop off is between **8:05am-8:20am**, please note that the buses will depart daily at 8:20am, for the Cranston and Barrington routes. The Providence Bus will leave daily at 8:30am. Afternoon Pick Up is between **4:30pm-4:45pm** for the Cranston and Barrington routes and Providence pick up will be between **4:15pm-4:25pm** daily. Buses will leave camp at 4:00pm this summer.

Note: Updated Bus information will be posted in early June.

Seats on the bus are offered on a first come, first serve basis. Register early, as we had to wait list many campers last summer. You may sign up for transportation while you are registering your camper or at a later date by signing into your account.

Please Note: All campers enrolled in bus transportation are not eligible for Extended Day Options.

Bus Fee: \$55 per session.

Drop Off/Pick Up for Hasbro Services:

- **The Morning** information: Bus will be picking up campers between 8:35-8:45am
- *1027 Newport Avenue, Pawtucket,*
- *200 Narragansett Park Drive, Rumford*
- **Afternoon** information: Bus will depart Camp at 4pm daily
- *1027 Newport Avenue, Pawtucket,*
- *200 Narragansett Park Drive, Rumford*
- Detailed Bus information will be sent to all families in early June.
- Wheeler Buses are staffed with a counselor and we will be using school buses to transport the campers this summer.

Providence Bus Pick Up:

- Pick-up at the Wheeler School Campus is between 4:15pm and 4:25pm. Please park your car in the lot across the street from the entrance to the school on Hope St and form a line in the area indicated on Meeting Street.
- Please be prepared to show a form of ID. We ask for your patience and cooperation with this process as it is a busy time of day and we want to be sure that our campers are returned safely to their parent/guardian.

Barrington and Cranston Bus Pick Up:

- Pick up is between 4:30-4:45pm.
- Please park your car and form a line near the bus.
- Please be prepared to show a form of ID. We ask for your patience and cooperation with this process as it is a busy time of day and we want to be sure that our campers are returned safely to their parent/guardian.

Extended Day

Wheeler Summer offers structured activities and supervised care for families who need to extend their camper's day at the Wheeler Farm. Morning drop off is at 7:30am and afternoon pick up is till 6pm. Additional fees apply.

Extended AM - \$45 / week

Extended PM - \$75 / week

Clothing and Personal Belongings

Please note that EVERYTHING your child brings to camp should be labeled with his/her name. This includes: Backpacks, Towels, Water Bottles, Lunchboxes, Clothing, Swimsuits, (if you figure out how to get a label on shoes please share!). We encourage you to keep special and more expensive personal items at home. Wheeler Summer staff work hard to help campers stay organized and take responsibility for their belongings, but things can get lost. If something goes missing please notify the camp office as soon as possible. Wheeler Summer assumes no responsibility for lost or damaged items.

What to wear: [please label everything]

Comfortable loose-fitting clothing, socks, and close-toed shoes.

What to bring: [please label everything]

Sunscreen (If you have a personal preference)

Bug spray (if you have a personal preference)

Hat

Towel

Lunch/snacks

Sweatshirt or Jacket

Change of Clothes

Plastic Bag (for wet clothing)

A backpack (for all this stuff)

Bathing Suit

Rain Gear (if necessary)

Water bottle

Reduce, Reuse, Recycle: Water Bottles!

Please send your child with a full bottle of water every morning. Campers will refill the water bottle throughout the day. In keeping with Wheeler School's green initiatives, we are attempting to cut down on waste. With each camper using a refillable water bottle rather than several paper cups a day, we will greatly reduce the amount of trash we create.

What not to bring:

Sandals or Open Toed Shoes

Electronics of any kind (mp3, ipad, leapfrog, nintendo)

Cell phones

Umbrellas

Money or valuables

Digital Cameras

Sports equipment (unless specifically needed on a given day)

Drugs or alcohol

Knives or weapons of any kind

Pets or other animals

Explicit T-shirts or other apparel deemed offensive, discriminatory or suggestive

Lost & Found

Every group will make a sweep of their tent and their area at the end of each day. Anything left unclaimed will be taken to the Camp Office. Great times of day for parents to check the Lost & Found, in the Camp Office, are after drop off in the morning or at the end of the camp day.

Wheeler Summer does not assume responsibility for the loss of any personal items.

LUNCH & SNACK

We will provide lunch to Campers who choose to have it. Lunch is an additional \$5 per/day \$25/per week. the Menu might include but is not limited to:

Chicken nuggets

Hamburgers
Sandwiches
mac and cheese
grill cheese
Salad bar

All food is made and prepared by Sage Dining Services. The same company that prepares the Wheeler Schools lunch every day!

If your camper brings his/her own lunch, snacks and water bottle to camp each day. Please pack your child's lunch with a cold pack! It gets hot!

Principles of Conduct

At Wheeler Summer we take a strengths based approach to discipline and behavior management. This begins with our dedicated staff who model positivity, creative problem solving and conflict resolution with each camper and, in group settings.

Our staff is carefully selected to define and uphold the "Wheeler Way." The staff's job is to help families outside of Wheeler get a better idea of what Wheeler's philosophy of respect and joyful learning is all about. In order to do that we strive to have a balance of Wheeler faculty and teaching professionals who look to inspire and be inspired by each other and by the campers.

What is the "Wheeler Way?"

It's about being a true leader!

1) **Empathy**- Seeing the world through the eyes of your campers. Noticing when a camper helps another camper and pointing it out to the rest of the group. Honoring a campers' feelings on both ends of a conflict. Infusing activities that promote an understanding of where a camper fits in the world, and allowing them to be an active participant in their camp community.

2) **Communication**- Open communication between individuals builds and strengthens community.

3) **Inspiration**- We are a community of learners who inspire each other by sharing ideas and learning alongside one another!

4) **Respect**- Knowing we all have our own personalities, yet having good judgement about when to step in and help out or offer a different perspective.

5) **Joy**- Our mantra, "Nothing without joy" –Loris Malaguzzi. Every activity, every interaction is joyful. After all, we get to spend our beautiful summer days with the most positive, inspiring

people of all...kids!

With these principles in mind we do our best to engage campers in a fun & positive camp experience.

Wheeler Summer has a no tolerance policy regarding discrimination, bullying, and unsafe or unhealthy behavior.

In rare instances, we encounter situations that require a more collaborative effort between Wheeler Summer and home. When this happens the Unit Leader works with families and campers to foster open communication and address whatever the issue may be.

Discipline

Discipline is based on the child's individual needs and development. Our Unit Leaders, Specialty and Camp Counselors are here to support the individual child and at the same time protect the group as a whole.

- 1) All rules and expectations of behavior should be clear to all campers at the beginning of the week. Rules will reflect the developmental needs of each child.
- 2) All activities offered, that includes, Specialist offerings, Electives and activities run by Counselors support the development of each campers' social emotional, communication and regulation abilities.
- 3) The physical well being always comes first. Counselors will step in promptly when and if physical aggression is observed. Counselors will offer positive alternatives and talk with both parties to figure out a comfortable solution.
- 4) Counselors will never control another camper physically unless it is absolutely unsafe for the camper or campers involved.
- 5) Discipline must be consistent across all groups at camp, therefore it's imperative that Counselors work to communicate closely with the Unit Leader. At that point the Counselors and Unit Leader can come up with a behavioral plan that works for everyone.
- 6) It needs to be made clear that it is the behavior at play and that it is in no way a reflection of the qualities of the individual child.
- 7) All counselors will continuously support all campers in a positive camp atmosphere. Wheeler Summer is a Safe Place for all campers to express themselves as individuals

and campers feel safe with the kind words they choose and body language they use.

8) Unit Leaders will work closely with counselors to make a plan of support for a child who may be showing challenging behavior. Unit leaders and Counselors will observe, talk with Camp Director about an appropriate plan that will help support the child to succeed.

9) Parents will always be notified and we will look to work with the parent to make this a successful camp experience. Communication with parents will be through the Unit Leaders, Counselors as well as the Camp Director..

10) In the event that a child and parent are uncooperative in working to form a positive behavioral plan we reserve the right to dismiss the camper.

In managing camp behavior:

- Corporal punishment shall NOT be used, including spanking, shaking or hitting.
- No child shall be subjected to cruel or severe punishment, humiliation, verbal or physical abuse, neglect or abusive treatment, including any type of physical hitting, shaking, threats, or derogatory remarks
- No child shall be denied food as a form of punishment, or be force-fed. Food is not used as a consequence for behavior in any way.
- No child will be denied an activity offered as a punishment
- No child shall be punished for soiling, wetting or not using the toilet. Children will not be forced to remain in soiled clothing or forced to remain on the toilet, nor will any other unusual or excessive toileting be used.
- Time outs are not used. You can say “you need a break” and find a quiet supervised spot where the child can sit quietly and reflect. Once the child seems ready, talk it through with them.
 - If a child runs from the group, calmly inform the Unit Leader, make sure the group is taken care of, then go tend to the child who is running. Speak to them calmly, find out what’s happening, firmly explain to them that it is not ok to run from the group. Explain how it makes you feel when we can’t see you. Make good eye contact and once everything is settled, inform the Head Counselor in private what happened.
 - Please Inform the Unit Leader and/or Camp Director of any instance where you feel challenged, you feel as though you need some extra support and/or if the parent needs to be contacted.

Health Care

Wheeler Summer is directed by a registered Nurse. Wheeler summer also has a Health Care Consultant - a licensed physician that works with the camp. If your child is feeling ill or is injured at camp, the health staff will assess the situation and make a decision as to the appropriate

course of action. Our Health Services Director can be reached in the Health Services office at 508.336.8377.

Health History and Physical Forms

As an accredited Massachusetts day camp, we must comply with Massachusetts Department of Public Health (DPH) regulations. As such, all medical information must be turned in prior to your child's arrival at camp. This includes a signed physical examination form from your child's physician and a complete immunization record. In some cases, regulations may be different from neighboring states. We will work with you to understand and comply with the Massachusetts DPH regulations. If your child is not in compliance with Massachusetts DPH regulations, he or she will not be able to participate in Wheeler Summer Camps. Please notify us of any changes in Emergency Contact Information over the course of the summer.

Health and Wellness

Prior to camp starting if you have any concerns regarding your camper's physical or mental health and overall well-being please communicate these to the Curriculum/Program Specialist who can be reached at 508.336.8377. Once camp has started if you have any concerns about your child's health and wellness please contact our Health Services Director at 508.336.4196 and speak with your child's Head Counselor. Open communication is a key component to you and your child having a successful summer camp experience and we look forward to hearing from you.

Prescribed Medications

Prescription medications may be administered to campers during camp hours. The following documentations and procedures must be followed:

- Medications must arrive with an official doctor's order.
- The medication must be FDA approved.
- The medication must arrive in the original pharmaceutical bottle with the correct labeling. (If requested, a pharmacy will label two bottles, one for the camp and one for home.)
- No camper is allowed to carry his or her medication; all medication will be kept and administered in the Health Center. (Note some exceptions below.)
- Campers entering 7th grade who use inhalers for asthma may carry their inhalers with them. They must have a physician's order on file in the Health Center and may use the inhaler only in the Health Center during the camp day.
- Non-prescribed medications will not be administered during the camp day.
- When campers are involved in off-camp trips, Counselors will administer prescribed medications

Allergies

Please notify us if your child has any environmental, food, animal, or other allergies that may affect his or her health while at camp. Information should include the allergen, allergic response,

and treatment. We will make all reasonable accommodations for your child. We do provide snacks at Wheeler Summer. If your child has food restrictions, you must indicate so on his or her registration form. We are a nut-free camp, however every allergy should be noted and acknowledged by all staff so we can accommodate appropriately.

Illness

Health and wellness is the foundation of having a positive camp experience.

Wheeler Summer complies with state guidelines regarding excluding kids from camp due to illness, however we depend on collaboration with parents to promote the health of campers and staff. If your child has a fever or a stomach bug it's easy to know that they should be home. However, there may be times that your child becomes ill at camp and the Nurse may assess your child's symptoms and decide they are too ill to be at camp. If this happens the Health Services Director will contact you and we ask that you respond promptly.

Please keep your child home if s/he experiences any of the following symptoms within 24 hrs of beginning a camp day:

- Fever of 100 degrees or higher (Campers must be fever free and off fever reducing medications for 24 hrs before returning to camp).
- Recurrent diarrhea, vomiting or significant nausea
- Flu-like symptoms
- Sore throat, particularly with swollen glands
- Cold symptoms such as repeated coughing or sneezing which are likely to spread infection
- Significant headache or stomachache
- Obvious infections such as chicken pox (all lesions should be crusted over before returning to camp)
- Contagious skin disease such as impetigo
- Conjunctivitis (must be on antibiotics; see below)
- 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.

Please contact our Nurse at 508.336.8377 if you have any questions or concerns about your child's health while camp is in session.

Injury

- The Health Services Director is available to treat the everyday bumps and scrapes that may happen at camp. If the injury appears significant or requires medical attention, every effort will be made to contact you so that arrangements may be made for your child.
- If your child is injured during the week, a physician's note regarding the child's ability to participate in activities will be required prior to his or her return.

Keys to Success at Camp:

Hydration

It is important to keep hydrated when outdoors in the summer. Please send a water bottle full of cold water with your child each day. Campers will refill their water bottles as often as needed.

Sun Protection

Please apply sunscreen to your child at home. We will reapply sunscreen and bug spray here. No need to pack your own sunscreen and bug spray unless you prefer a specific kind then please do pack it. We will remind campers to reapply sunblock around lunchtime and/or after they swim. We will assist younger campers. Also, we recommend that campers wear hats and cool comfortable clothing. On extremely hot days, we try to stay out of the sun during the hottest part of the day. Should your child feel overwhelmed by the heat, he or she will see the Nurse. The Director may contact you to collect your child if need be.

Insect Repellent

Please apply insect repellent to your child at home. We will reapply insect repellent here on campus. We will provide the insect repellent unless you have a specific kind you would rather use. We will remind campers to re-apply repellent around lunchtime and/or after they swim. We will assist younger campers.

Tick Check!

Please be aware that campers spend their entire day outside and it is necessary to do a nightly tick check.

The following is a good guideline for checking your child's body for ticks:

- Under the arms
- In and around the ears
- Inside belly button
- Back of the knees
- In and around the hair
- Between the legs
- Around the waist

For more information on tick bite prevention you can access the following site:

<http://www.cdc.gov/Features/StopTicks/>