



## 2018 Parent Handbook

**Wheeler Summer**  
**The Wheeler School**  
**357 Walker Street,**  
**Seekonk, MA, 02771**  
Camp Office: 508.336.8377  
FAX: 508.336.9136  
E-mail: [summercamp@wheelerschool.org](mailto: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/call us anytime!

### Administration

Auxiliary Programs & Camp Director

Bob Rojee  
Bobrojee@wheelerschool.org

Assistant Camp Director  
Unit Leaders

Eliza Paradis  
Matthew Boyd  
Sonnie Kpangbai  
Mary Adewusi  
Beau Poppen-Abajian  
Dawn Harty, Tab Glavin  
Dawn Harty, Lisa Bamonte, Jennifer Mann

Health Care Supervisor  
RN Team

### Wheeler Summer Phone Numbers

Camp Office	(508) 336.8377
Camp Office Fax	(508) 336.9136
Camp Email	summercamp@wheelerschool.org

### Wheeler Summer Camp Hours of Operation

Extended Day drop-off begins:	7:30am
Drop-off begins:	8:30-9:00am
Pick-up begins:	3:45-4pm
Extended Day late pick-up ends:	6:00pm

## **Welcome!**

Wheeler Summer Camp features busy days full of camp activities and many opportunities to explore new things, have fun, build confidence, and make long lasting friendships!

## **CONFIDENCE. FUN. FRIENDSHIP.**

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 2018, we have continued to enhance 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 15, features a busy day full of fun camp activities for campers grouped by age. Campers who want to pursue a hobby or interest in more depth can choose our week long Specialty Camps, which offer a half-day focus on one topic coupled with a half-day of traditional camp activities. 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.

## **Swim Program**

The Pods Swim Program provides swim instruction for Wheeler Summer for all groups, ages 4 to 15. The Wheeler Summer campers receive a modified PODS swimming lesson.

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.

## **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 Camp Director, Assistant Director and Unit Leaders are experienced educators. Some teachers are from The Wheeler School or other nearby schools. All staff will be hired on the basis of a thorough background check and 3 written references, and staff members are required to participate in a week long staff training program.

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 of our staff are trained and certified in CPR/First Aid for all ages. Staff are also trained for fire drill, lost swimmer, lost camper, and extreme weather protocol. This is a State requirement. Some basic safety precautions 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 we 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.

### **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.

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

## **Registration Policies**

Wheeler Summer offers secure online registration for all summer camp programs through the Camp Brain registration software. Please visit [www.wheelersummercamp.com](http://www.wheelersummercamp.com) for information on all of our programs and to register online.

### **REGISTRATION INFORMATION**

-All registrations are processed on a first come, first served basis. All registrations must include all completed forms and a non-refundable \$100.00/session deposit.

-Balances are due June 1st, 2018. Registration after June 1st will require full payment. Wheeler Summer deposits are non-refundable. Some payment plans may be available; please contact Bob Rojee at [bobrojee@wheelerschool.org](mailto:bobrojee@wheelerschool.org) for details.

### **REFUNDS**

Wheeler Summer is not obligated to refund tuition for any applicant or participant who withdraws for any reason, including illness or injury. The deposit is non-refundable and not transferable. No refund or reduction in fees is possible for a child who arrives late, leaves early, or attends only part of a session.

### **CAMP DISCOUNTS**

At Wheeler Summer, we understand that camp is a wonderful summer option for children—and often a necessity for busy working parents. For families who register for multiple weeks, our discount program adds up to significant savings. We have blended a multi-week discount program with sibling discounts to increase the savings.

- **Multi-week Discount:** All campers registering for multiple weeks will receive \$10 off per session starting their 3rd registered session.
- **Sibling Discount:** Families registering multiple children will receive \$15 off per session for each additional child.

## **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. From September-May 31st please send email inquiries to [summercamp@wheelerschool.org](mailto:summercamp@wheelerschool.org) or [bobrojee@wheelerschool.org](mailto:bobrojee@wheelerschool.org). From June 1-August 30<sup>th</sup> you can also call our Camp Office at (508) 336-8377. We will get a response to you within 24 hours. We have 3 Unit Leaders, 1 for Lower, Middle and Upper Camps. These Unit leaders oversee all groups within Lower, Middle and Upper Camps. During the summer season you can also have communication with your campers' unit leader by emailing them directly. Emails will be provided in your camper(s) registration information. Throughout each session you will receive regular emails regarding current events, themes of the week, and specific information relevant to your camper.

### **Absences**

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.

### **Drop Off**

At the Farm:

Drop-off at The Farm begins at 8:30am and ends promptly at 9:00am. Enter into our driveway located on Walker Street.

-if you arrive past 9 am, please park your car in the main parking lot and walk your camper to the Camp Office, just a short walk passed the gates up the driveway. Bring your child to the welcome window and our administrator will be able to check your camper in and then a counselor from his/her group will be radioed to come and collect your camper.

### **Drop off/Pick-up Protocol**

When you first pull in to the driveway there will be a counselor there to greet you. Please place your placard, which you will receive with registration materials, on your dashboard so that the counselor can clearly see who they are checking in. 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.

### **Early Arrival**

Unless your child is enrolled in the Morning Extended Day Program you may not 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 may enroll in the Morning Extended Day Program at Registration with as little as one day's notice.

### **Late Arrival**

Arriving on time between 8:30am and 8:55am at The Farm makes for a smooth transition and start to your campers' day. While summertime is all about relaxing and getting out of the 'busyness' of the school year we appreciate your camper arriving on time in the morning. 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 Camp groups arriving on time and sticking to the routine helps to ease stress and anxiety.

### **Pick-Up**

Pick up begins at The Farm at 3:30 each day. Please stay in your car. The Counselor will check your name against a master list of authorized pick up persons. **Please be prepared to show a form of identification.** We ask for your patience with this as we are looking out for the safety of your children.

### **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 at The Wheeler School in Providence, RI. Hasbro employees also have a Hasbro bus option available to them at their Pawtucket and Rumford locations. All bus service is strictly round trip. Routes are not interchangeable. **Bus monitors will ask for identification, parents please have ID available when picking up your camper.**

### **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, and swimsuits. We encourage you to keep special and more expensive personal items at home, even if they are your camper's favorite. 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

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, And 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 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**

If you do not choose to buy lunch, your camper needs to bring his/her own. It's best if you pack your child's lunch and snacks with a cold pack already in it. Morning snack is provided. We will be sensitive to allergies of course, but please inform us of any special dietary needs that we may need to take into account while your camper is here. Please pack a reusable water bottle to camp each day. There is a water fountain available for campers and staff to refill their bottles.

## **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 Camp Director 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. All staff are here to support the individual child and at the same time protect the group as a whole. This is a guide for counselors and camp leadership.

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 (including workshop offerings, electives and activities run by Head Counselors support the development of each campers’ social emotional, communication and regulation abilities.
3. 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 a 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 Head Counselors work to communicate closely with all other staff that need to know about a camper’s behavioral plan.
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. Head counselors will work closely with counselors to make a plan of support for a child who may be showing challenging behavior. Head Counselors will observe, talk with Unit Leader/ 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 Head Counselors as well as the Unit Leader/ Camp Director.

10. All behavioral plans are based on the child's personal needs and abilities. We provide them appropriate expectations, and always highlight their strengths.
11. Time outs are not used. Counselors say "you look like 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.

Note: 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.

## **Health Care**

Wheeler Summer has a Health Care supervisor on duty every day and most days Wheeler has a Registered Nurse at camp. In addition, Wheeler Summer has a Healthcare Consultant that oversees all policies and procedures. 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 team can be reached in the Health Services office at 508.336.8377.

### **Health History and Physical Forms**

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 Camp Director who can be reached [summercamp@wheelerschool.org](mailto:summercamp@wheelerschool.org). Once camp has started if you have any concerns about your child's health and wellness please contact our Health Services Director at (508)336-8377 and speak with either the Camp Director or Unit Leader of your child's camp. 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 7<sup>th</sup> 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, Head 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. From time to time, 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.

### **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 Health Services Director 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 stomach ache
- 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 Health Services Director at 508.336.4196 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 also provide sunscreen for your child. If there is a specific suntan lotion you wish for us to use on your child, please send it in labeled in a plastic bag and hand it to any camp counselor or unit leader available. 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 Health Services Director. 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 provide insect repellent when campers go on hikes or when it is deemed necessary. If there is a specific insect repellent you wish for us to use on your child, please send it in labeled in a plastic bag. 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/>