

# Drumlin Farm Camp Family Handbook



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## Welcome to Drumlin Farm Camp!

Drumlin Farm Camp has been offering amazing summer experiences to kids since 1956. We seek to foster a lifelong bond between campers and the land through carefully designed camp activities and outdoor exploration. Our programs are based on the key concepts of a diverse and vibrant **Community**, **Interdependence**, and **Stewardship** of the land.

At Drumlin Farm Camp, we strive to create a safe, inclusive, and caring **community** where each person is respected and supported. We believe that diversity is essential to strength, resilience, and innovation in nature and human communities. Campers discover the **interdependence** of all living things by practicing sustainable farming and observing nature. Young people develop a sense of responsibility for nature and one another as they continue to care for the land, a tradition of **stewardship** begun thousands of years ago by Indigenous nations.

We acknowledge that Drumlin Farm is located on the traditional, contemporary, unceded territories of the Massachusetts, Nipmuc, Agawam and Pawtucket Nations. We are grateful to these nations past, present and future for their leadership and care for the land. We seek to continue this legacy of care and stewardship.

After reading through the handbook, please complete the [Behavior Agreement Form](#). **Please be sure to complete your camper's medical and financial forms on CampDoc as soon as possible.**

If you have any questions or concerns regarding your child at camp this summer (allergies, special needs, physical limitations), please do not hesitate to contact us. We look forward to seeing you and your child this summer for a season of discovery and exploration!

Warm regards,

Meghan Haslam  
Camp Director

Milo Briskin  
Assistant Camp Director

Scott McCue  
Metro West Hub Director

## Quick Reference

### Camp Contact Information:

Email: [drumlinfarmcamp@massaudubon.org](mailto:drumlinfarmcamp@massaudubon.org)

Phone: 781-259-2244

Address: Drumlin Farm Camp, 208 S. Great Road, Lincoln, MA 01773

[Get directions to Drumlin Farm >](#)

**Payments & Forms Deadline: May 15**

Contact the camp office *before* May 15 if you are unable to meet this deadline. **We offer payment plans and financial aid.** Late forms and payment can result in your camper being withdrawn from their camp session.

**Open Houses: Pre-camp: June 20, 4:30-6:00 pm    Mid-summer: July 18, 4:30-6:00 pm**

**Camp Hours:** ALL GROUPS\* 8:30 am – 3:00 pm

\*Curiosity Club: 8:45 am – 3:00 pm

After Camp: 3:00 – 5:30 pm

\*Stewards and Apprentices see page 8 for information on overnight programs

## Introduction and Expectations

At Drumlin Farm Camp we pledge to provide:

- A safe and healthy environment for your child
- A high quality and fun educational program
- Caring, professional staff who work to create a positive camp experience for every camper
- A community spirit to help every child feel cared about and included

In return, we expect families and campers to:

- Cooperate with our stated and written policies
- Prepare your child for the camp day (appropriate clothing, snack/lunch, water bottle)
- Care for the health of the camp community (such as keeping an unwell or over-tired child at home)
- Collaborate with camp staff to address behavior concerns and treat everyone with respect

## Our Commitment to Diversity & Inclusion

At Mass Audubon Camps, we strive to create a safe, inclusive and caring camp environment where each person is respected and supported in their learning and growth. We believe that diversity—both in nature and in our human communities—is essential to strength, resilience and innovation, and we are committed to recognizing the unique contributions of each community member.

Staff are trained on a range of diversity and inclusion topics. We provide the opportunity for campers and staff to introduce themselves using their names, pronouns, something special about themselves, among other identity-affirming activities. We expect all campers and staff to respect every person's identities and background, and staff will support campers in learning to celebrate each person and their unique story.

## Behavior Expectations at Camp

Drumlin Farm Camp works to be a safe and inclusive community for all. Everyone must follow our [Participant Code of Conduct](#) which will be shared with campers on the first day. The main agreements are:

1. **Respect Yourself**
2. **Respect Nature.**
3. **Respect Others.**

Please review the entire Behavior Policy starting on page 10 for details. Camp staff use proactive behavior guidance and if a camper is struggling these rules, staff will work with the camper by taking steps described in the Behavior Policy. In the case that a camper is continually unable to follow rules or is a danger to themselves or to others, the camper may be removed from the camp program without a refund of fees. **All campers must complete the [Behavior Agreement](#) with their grown-up.**

If you have questions or concerns about your child's ability to participate in the camp program, please reach out to the camp director at [drumlinfarmcamp@massaudubon.org](mailto:drumlinfarmcamp@massaudubon.org) or 781-259-2244.

## Program Goals

Camp staff work to create a unique and fun outdoor camp experience for everyone. Please note that activities and curriculum do not vary between sessions except for themed sessions. For detailed information on each camp group, please visit the camp website: [Programs and Pricing >](#)

## Camp Staff

Drumlin Farm Camp's trained and qualified camp staff strive to build a connection between youth and the land through hands-on farm and nature activities, games, and crafts. Learn more about the staff and camp director team on our website: [Camp staff >](#)

All staff have a Massachusetts criminal and sex offender background check and undergo a national background check. All staff are certified in CPR and First Aid. Campers are never alone with staff; we maintain a “rule of three” during camp to ensure there are always three people together, never one-on-one.

## Important Camp Policies

### Refunds and Cancellation

A full refund, minus the nonrefundable deposit, is provided to camp families who cancel in writing on or before May 15. After May 15, no refund is available. Deposits are not transferable, and refunds are not given for participant dismissal, failure to attend, absence, or sick days. If we must cancel all or part of session, you will receive a refund.

### Sliding Scale Pricing and Financial Aid

With the sliding scale, families may enroll for camp at a tuition rate based on their annual gross income and household size, and available funds. You will be asked to upload income verification documentation securely via CampDoc if you selected Tiers 1-3. Registrants at Tiers 4 or 5 are not required to provide income verification. A deposit is due at the time of registration; the final balance and all paperwork are due by May 15. Payment plans can be arranged with the [camp director](#) for further information. If cost is still a barrier, financial assistance in the form of scholarships may be available. Apply here for a camp [scholarship >](#)

### Medical Information

If your child has any serious medical needs such as severe asthma, cardiac conditions, etc. please contact the Healthcare Team at [dfcamphealth@massaudubon.org](mailto:dfcamphealth@massaudubon.org) to discuss your child’s health and wellbeing while at camp. See more details on page 9.

Under Massachusetts state law, **all campers must have a health form on file before attending camp.** This includes a physical examination and immunization record signed by their physician within the 18 months before camp begins. Authorization is required for the administration of prescription and over-the-counter medications. **Health forms will be sent to you upon registration from CampDoc,** a secure online health records system. Please contact our Health Care team if you have any questions at [dfcamphealth@massaudubon.org](mailto:dfcamphealth@massaudubon.org) or 781-259-2244.

### Buddy Requests

One buddy request per camper will be honored as possible. Both campers must be the same age and must request each other. All buddy requests must be made in writing **at least one week prior** to the first day of camp. Make requests to [drumlinfarmcamp@massaudubon.org](mailto:drumlinfarmcamp@massaudubon.org). We cannot take first day of camp buddy requests.

### Dogs & Pets

We love animals; however, *domestic animals are not allowed at Mass Audubon sites.* **Please leave your pets at home or in the car** at all times, and please do not walk your pets in the parking areas. Please let us know if you plan to bring a service animal when you drop off/ pick up your camper so we can alert staff.

## Packing List For Camp

**Please check each morning to make sure your child has everything on the list. Please put your child's name on everything they bring to camp! Belongings *will* get mixed up, and we want to return them to you!**

### Bring every day:

- **Shoes:** Closed shoes like hiking boots or sneakers (no holes in shoes allowed, no sandals, Crocs or Keens). Campers will be in farm animal pens, on trails, and in fields, so closed shoes are important!
- **Water Bottle** (*labeled with child's name*)
- **Snacks (2-3)**
- **Lunch** *We do not refrigerate lunches.*
- **Backpack** (*labeled with child's name*)
- **Hat** (*labeled with child's name*)
- **Sunscreen** (*no aerosol sprays please*)
- **Insect repellent** (*no aerosol sprays please*)
- **Raincoat** (*labeled with child's name*)
- **Sweater or sweatshirt** (*for cool days*)
- Clothes that are comfortable and can get dirty and muddy!
- **Sunglasses, Face Mask** (*optional*)

### What to store in cubbies:

Each camper will have a storage space or cubby at camp for their personal items which they can bring in an extra bag. The following items can stay in the camper's cubby throughout the session:

- Extra set of clothes, shoes, underwear and socks
- Bathing suit, towel and water shoes for water activities on hot days
- *Note:* Many camp sites are outside, so it helps to bag extra clothes so they don't get wet at night/during storms

### What NOT to bring:

- Electronic devices, cell phones/iPhones, walkie-talkies, iPods etc.
- Collectable cards
- Personal sports equipment
- Matches, firearms/ammunition
- Knives or weapons of any kind (including toy weapons)
- Tobacco products, alcohol, illegal drugs
- Pets or any animals
- **Cell phones are not permitted.** If your child has a cell phone, it must stay OFF in their backpack all day. *We reserve the right to temporarily confiscate cell phones to be returned at the end of the camp day.*

**Mass Audubon is not responsible for lost, stolen or damaged items brought from home.**

**PLEASE NOTE – T-shirts:** For Summer 2024, Drumlin Farm Camp will **not** provide a camp t-shirt. We invite campers to wear camp t-shirts from past years and we hope to be able to offer shirts again in the future! Thank you for your understanding.

## Food at Drumlin

### Lunches & Snacks

Please **pack food in reusable containers** as much as possible and **bring a reusable water bottle**.

- **We DO NOT refrigerate lunches**, follow the guidelines below for safe lunches.
- **Make sure the food you pack is filling and something your camper will eat!** Camp days are extremely active and campers will be very hungry. Extra snacks are very helpful. Please plan to pack a snack for After Camp if your child is attending.
- **Try to keep your child's lunch as nut free as possible.** Drumlin does have strict allergy procedures for meal times at camp, however, with the increasing number of peanut and tree-nut allergies, the fewer nuts we have at camp the better. You will be notified if there is a life-threatening allergy in your camper's group, then we will ask for no allergen products at all.

### Quick Tips to Packing a Safe Camp Lunch

Be sure to keep hot foods safe by using an insulated bottle. You can keep other foods safe by using an insulated lunch container and/or an ice pack or frozen drink. For more information on keeping food safe please visit: [www.foodsafety.gov](http://www.foodsafety.gov) or this Food Network [article >](#)

### Did you forget a lunch?

We know it happens on occasion! Drumlin Farm will provide a lunch for any camper who does not have a lunch. Typically campers can expect a piece of fruit, string cheese, a sun-butter & jelly sandwich, and a granola bar. We offer gluten and nut-free alternatives. We will provide a light snack for After Camp.

### Birthdays at Camp

Please do not plan to send in food treats. We encourage celebrating your child's birthday in a unique way, such as having your camper teach the group a game or song, dress in a fun outfit, or share a special story. Check in with your camper's staff ahead of time.

### Food Allergies

Please let us know on your CampDoc form if your child has any food allergies. Some camp activities include cooking and eating foods from the farm. If your child has a food allergy please contact our [Healthcare Team](#) to discuss how your child can be accommodated. Campers are not allowed to share lunches or snacks. Drumlin Farm is NOT a nut or allergen-free site.

#### **PEANUT ALLERGIES PLEASE NOTE:**

**The animal grain that is used at Drumlin Farm, although it has no peanut contents, is manufactured at a facility that produces birdseed that contains peanuts.**

**We have never had an allergic incident from this feed**, but we feel it is our responsibility to let you know that Drumlin Farm and the grain manufacturers cannot guarantee that the feed is completely peanut-free.

If you have any questions or concerns about your camper related to animal feed, please reach out to the Healthcare Team at [dfcamphealth@massaudubon.org](mailto:dfcamphealth@massaudubon.org).

## Drop-off and Pick-Up

Camper safety is our **FIRST** concern. **Please always:**

- Drive slowly In Drumlin Farm parking lots, the **speed limit at is 5 mph.**
- Follow the signs to your camper's drop-off/pick-up site.
- **Park your vehicle\*** and walk your camper to their group (or walk/ bike up to their group). **You may NOT stop your car and let your child in /out.** Campers must be signed in and out each day.  
*\*You may need to park in a different lot during pick-up depending on number of public present.*

## How to Pick Up Your Camper

**Please always:**

- **Bring your Photo Identification.** If you forget your ID, please go directly to the camp office in the Red Lot. This protocol is in place to ensure the safety of your child and all campers.
- **Campers will only be released** to a person listed on the pickup form. To add someone to your child's pick-up list, send an email to [the camp office](#).

**Drop-Off Times: Last Names A-L: 8:30 am Last Names M-Z: 8:40 am\***

**\*Curiosity Club: 8:45 am (all last names at same time)**

**\*CITs: 8:20 am** - All CITs should go to their Camper Group drop-off spot. They will receive camper group assignments at least 2 days before their session begins.

**Pick-Up Times: Last Names A-L: 3:00 pm Last Names M-Z: 3:10 pm\***

**\*Farm Trekkers: 3:15 pm (all last names at same time)**

**Exception:** see information on page 8 regarding Overnight Programs for Stewards and Apprentices.

## After Camp Pick-Up

Pick up for After Camp is at the Nature Center / Blue Lot – follow signs for After Camp. Campers may be doing activities in different areas of the sanctuary, so it may take some time for them to return to the Nature Center.

**Pick up is by 5:30 pm**, if you are running late, please immediately call the camp office at 781-259-2244.

## Medication Check-in

All campers whose medical forms indicate they will be bringing medications to camp will receive an e-mail with the following details:

- To check in medications for campers at Drumlin Farm sites, please pull into the Green/Overflow lot (the grassy parking lot on your right when you enter Drumlin Farm), turn left and pull up to the Medication Check-In location. **This must be done prior to dropping off your camper with their camp group.**
- Once a medication is checked in, you will be given a password to say to staff at your drop-off site.
- Curiosity Club campers will check their medications in at their drop-off site.
- You will be redirected to med check in if you try to drop your camper off without visiting the medication check in.



## Drop-Off and Pick-Up Locations

<b>Green / Overflow Lot</b> The grass parking lot on the right just as you enter Drumlin Farm	<b>Blue/Upper Parking Lot</b> The first entrance to the paved parking lot on the right as you enter Drumlin Farm	<b>Purple/Lower Parking Lot</b> The second parking lot; follow the signs towards the Environmental Learning Center / Camp Office	<b>Yellow/ Pre-School</b> Parking area at white house, 218 Lincoln Rd.
<b>Nature Builders</b>	<b>Seekers / Tickled Turkeys</b>	<b>Naturalists / Purple Cows</b>	<b>Curiosity Club</b>
<b>Farm Trekkers</b>	<b>Discoverers / Giggling Geese</b>	<b>Farmers / Flying Pigs</b>	
<b>Stewards / Funky Chickens</b>	<b>Trackers / Daffy Ducks</b>	<b>Biologists</b>	
<b>Apprentices / Rockin' Roosters</b>	<b>Explorers / Shaggy Sheep</b>	<b>Environmental Leadership Teens/ Teen Farm Hands</b>	<i>*CITs will drop off and pick up at the lot for their assigned group</i>
	<b>After Camp</b>	<b>Rainbow Camp</b>	

**Directions to the Purple lot / Preschool:** Pull into lot at 218 Lincoln Rd around the corner from Drumlin Farm. Park in a circle to make it easier to pull out, then sign your camper in.

### Late Drop-off or Early Pick-up

- Groups are generally at their drop-off spots until 8:50 am. If you don't see your group, please go to the Camp Office and staff will help you. *We can only accommodate late drop-offs with advance notice. Please contact the camp office as soon as you know of a schedule conflict at 781-259-2244 or [drumlinfarmcamp@massaudubon.org](mailto:drumlinfarmcamp@massaudubon.org)*
- If you need to pick your child up early from camp, please notify the camp office ahead of time. You may do early pick up **at 12 pm**. Early pick-up for all groups is at the Camp Office.

### Late Pick-up

Please note that camp ends at 3 pm. We cannot arrange to watch your child beyond the program hours. Campers who have not been picked up by 3:15 pm will be brought to After Camp and you will be charged for After Camp.

### Severe Weather Drop-off / Pick-up

In the event of thunderstorms or heavy rain, please look at your email for instructions. Drop-off or pick-up will move inside and may be delayed. We will bring campers out to parking lots for pick-up as soon as it is safe to do so, based on our emergency protocols.

### Overnight Programs

For **Stewards** and **Apprentices** Farm & Nature Camp sessions, campers will be invited to stay for an overnight on the second Thursday of their session (July 11, July 25, or Aug 8). On this day, camp will run from 8:30 am drop-off on Thursday until **9:30 am pick-up on Friday**. Camp ends at 9:30 am on Friday for these groups, no exceptions. We will send a letter with planned activities and a packing list for the overnight during week 1 of the session. Tents and food will be provided.



## Outdoor Safety

**Please apply sunscreen and bug spray and make sure your child is dressed for the weather every day!**

Counselors will assist campers in reapplying sunscreen and bug spray if they need help at lunchtime and during/after sprinkler time.

### Hot Days

On hot days, campers **may** visit a sprinkler or play water games. Campers are given the option to change into a bathing suit, but also may get their clothes wet to help keep them cool.

- We try to keep children out of direct sunlight on hot days by doing more activities inside barns, classrooms, and in the shade.
- Campers are encouraged to wear a hat (to keep them cooler, and protect their skin and eyes).
- **Drinking water is important; please remember to send a water bottle every day!**

### Cool Days

Please send your camper with warm clothes and a raincoat for cool, rainy days.

- During thunderstorms, all campers move to safe and secure indoor locations.
- If it is raining heavily or thundering at pick-up, please follow **Severe Weather Pick Up**.

### Bugs & Ticks

In New England, bugs and ticks are everywhere, even in your backyard.

- Please **apply insect repellent to your child prior to arriving at camp**, and pack insect repellent in their backpack. We ask families to send non-aerosol spray.
- Long pants, long-sleeved lightweight shirts, and socks may help prevent bug bites and sunburn.
- **Every night, please take a few moments to check your child for ticks.** An excellent time is at bath time or just before bed. Check behind the knees, underwear lines, underarms, and the back of the neck (near hairline). **A thorough daily check at home is the best way to combat ticks.**
- If you would like more information about ticks and tick-borne illness, please visit the Department of Public Health website: <https://www.mass.gov/tick-borne-diseases>.

### Air Quality

Use this website to understand your local Air Quality Index forecast: <https://www.airnow.gov/>

Camp may be delayed or cancelled if air quality is in the 200+ range based on the chart below.

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)	It's a great day to be active outside.	
Moderate (51-100)	Some people who may be unusually sensitive to particle pollution.	<p><b>Unusually sensitive people:</b> Consider making outdoor activities shorter and less intense. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p><b>Everyone else:</b> It's a good day to be active outside.</p>
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include <b>people with heart or lung disease, older adults, children and teenagers, pregnant people, minority populations, and outdoor workers.</b>	<p><b>Sensitive groups:</b> Make outdoor activities shorter and less intense. It's OK to be active outdoors, but take more breaks. Watch for symptoms such as coughing or shortness of breath.</p> <p><b>People with asthma:</b> Follow your asthma action plan and keep quick relief medicine handy.</p> <p><b>People with heart disease:</b> Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p>
Unhealthy (151-200)	<b>Everyone</b>	<p><b>Sensitive groups:</b> Avoid long or intense outdoor activities. Consider rescheduling or moving activities indoors.*</p> <p><b>Everyone else:</b> Reduce long or intense activities. Take more breaks during outdoor activities.</p>
Very Unhealthy (201-300)	<b>Everyone</b>	<p><b>Sensitive groups:</b> Avoid all physical activity outdoors. Reschedule to a time when air quality is better or move activities indoors.*</p> <p><b>Everyone else:</b> Avoid long or intense activities. Consider rescheduling or moving activities indoors.*</p>
Hazardous (301-500)	<b>Everyone</b>	<p><b>Everyone:</b> Avoid all physical activity outdoors.</p> <p><b>Sensitive groups:</b> Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.*</p>

## Behavior Guidance Policy

Our staff is trained to create a safe environment for all children by establishing expectations, fostering positive mentor and peer relationships, and offering guidance throughout each day.

Mass Audubon sanctuaries are open to the public and groups may spend time in areas that have moving vehicles, outside school groups, and wild animals. In order for all children to gain the most from their

experience in our programs, children are expected to follow Mass Audubon's Participant Code of Conduct with minimal one-on-one support.

### **Participant Code of Conduct**

1. **Respect Yourself.** Examples include:
  1. Drink water, eat food, and go to the bathroom when you need to.
  2. Apply sunscreen and bug spray.
  3. Stay with your group and on the path.
  4. If you feel uncomfortable or unsafe, talk with an adult.
  5. It's okay to make mistakes. Keep trying and ask for help.
  
2. **Respect Nature.** Examples include:
  1. Carry in / carry out – take trash and recycling with you or put in an appropriate bin
  2. Leave animals, plants, and other parts of nature where you found them
  3. Observe wild animals from a distance – use your eyes not your hands
  
3. **Respect Others.** Examples include:
  1. Listen and follow through with instructions given by Mass Audubon Instructors
  2. Stay with your group at all times
  3. Listen to all ideas and be inclusive – allow others to join/play with you
  4. Treat others the way they want to be treated and celebrate each other's individuality
  5. Use caring and kind language
  6. Keep hands, feet, and objects to yourself
  7. Respect other people's physical space and objects.

### **Proactive Behavior Guidance Strategies**

In order to proactively manage behaviors within each group, counselors are trained to:

- Provide daily schedules through group check ins and visual tools
- Clearly state behavior expectations through group agreements and visual tools
- Provide ample warning to campers prior to transitions, and
- Reinforce positive behavior through praise

As mandated by the state, corporal punishment may not be used; no child should be subjected to cruel or severe punishment, humiliation or verbal abuse; no child should be denied food as punishment; and no child may be punished for soiling, wetting, or not using the toilet.

When children forget to follow certain rules in the excitement of camp or they struggle with the behavior expectations set for them, camp has steps that all staff will follow. One or more of the steps below may be used depending on the situation, and staff may try a step multiple times.

## Behavior Response Policy

	Leader Response	Consequences for Camper
1st step	Reminders of the Rule.*	Reminders of the rule, discussion of why behavior was inappropriate, and possible options.
2nd step	Reminders of the Rule plus short break. Take notes on a behavior incident report. Camp Director or designee may have a brief check-in with family at pick-up or drop-off.	Break no longer than 15 minutes.
3rd step	Discussion with the camper about the rules of camp. Update the Camp Director or Assistant Director on the steps taken so far. Supervise camper during longer break. Add to incident report. Camp Director or designee updates family.	Camper will take a longer break which may include an entire activity (recess, choice time, camp activity time)
4th step	Camper will be brought to the Camp Director or Assistant Director for a discussion. The Camp Director or Assistant Director will speak with the family about behavior contract.	The camper will be asked to reflect on the discussion and begin a behavior contract.
5th step	The Camp Director and other Leadership staff (Regional Director, Camp Programs Manager, Education Manager) will discuss possible dismissal of participant from the camp and speak with family.	The family is called. Behavior contract reviewed. Possible dismissal.

\*If a camper intentionally hurts another person or runs away from the group or staff member, they will immediately be brought to the Camp Director and/or Behavior Specialist.

If, after steps 1 through 4, there is no mutually agreeable resolution of the issues and they warrant termination, the Camp Director shall send a written notice of termination. There is no refund of fees.

### Meeting with the Program Staff

When a child is brought to the program staff (Camp Director, Assistant Director or designee) regarding a behavior challenge, they will discuss the reasons behind the behavior and the expectations for camp. They will work together to find steps to correct the behavior. They will decide which of the steps will be taken next, such as:

- Behavior contract
- Phone call home to family to discuss behavior with their child
- Camper sent home

## Family Involvement

We want all children to have a successful camp experience. We will contact families when persistent behavior problems or safety concerns arise. Any outside behavioral or family issues or other areas that may affect a child's behavior should be shared with the camp.

## Termination from Camp

Mass Audubon camps recognize the various needs of campers at different ages and stages of development, and with those needs, campers must be treated individually.

Mass Audubon reserves the right to dismiss any camper whose actions or behaviors jeopardize the overall health and goals of the camp, including campers requiring routine on-going one-on-one attention and direction specific to behavioral issues. Mass Audubon also reserves the right to dismiss the enrolled participant of any family member whose actions interfere with the successful operation of the camp. Repeated failure to comply with camp rules and/or procedures will result in dismissal. The family will be notified in writing of any issues leading to a child's termination from a Mass Audubon camp. The following are the steps leading up to and culminating in termination:

## Immediate Suspension

Any camper whose behavior seriously threatens the emotional or physical safety of themselves, or others may be suspended, for a period of up to 2 days. During the period of suspension, a further evaluation will be made to determine whether it is appropriate for the camper to remain in the camp. The Camp Director, staff, and families will participate in this further evaluation.

Examples of behavior that may warrant immediate suspension include:

- Attacking another child or adult.
- Documented harassment of another child, including the use of discriminatory language on the basis of "race, gender identity, sexual orientation or disability."
- Aggressive behavior that required an adult to physically restrain the child.
- Leaving the camp site without permission of the staff (includes staying on the sanctuary grounds or leaving the immediate vicinity of an outdoor activity without permission of a staff member).

The camp reserves the right to allow provisional reentry into the camp or to proceed with the termination of the camper's enrollment. The camper's family is responsible for all camp fees through the term of suspension and if the camper's enrollment is terminated, no refund will be given.

## Accommodations

Mass Audubon is committed to fostering an environment that embraces diversity and inclusion to ensure that everyone can participate fully in the magic of our nature programs. As an outdoor, nature-based program, it is important that families of children who have disabilities understand our expectations, programs, and terrain prior to enrolling.

Due to the outdoor and exploratory nature of our camp programs, campers will be moving on uneven terrain throughout the day. The terrain varies from hard-packed, gently sloped paths to steeper, uneven trails that may have exposed rocks, tree roots, and other obstacles. Additionally, weather conditions affect our trails' conditions. We encourage all families to visit the camp's sanctuary prior to enrolling to understand its unique terrain.

If your child requires accommodations, please contact the [camp director](#) as soon as possible; a delay in request could have the unintended consequence of disrupting your child's camp experience.

## Aides

Mass Audubon camps do not provide 1:1 support; however, we do welcome 1:1 aides with children when they are provided by the family. Aides must follow Mass Audubon's Child Protection Standards, including obtaining a CORI/SORI, background check and completed health form including immunizations prior participating in our program. More information and training might be required prior to the Aide starting within the program. If your child requires an aide in school, please contact the [camp director](#) to discuss how we can best support your child. Family members are not permitted to be aides.

## Health Care

Our healthcare team includes a Healthcare Specialist (EMT), a Camp Nurse, Inclusion Specialists, as well as our full-time Camp Director team. Every staff member is CPR/First Aid and Epi-pen trained. Emergency care is provided by the Lincoln Fire Department/EMS one mile away. Drumlin Farm's off-site healthcare consultant is Dr. Lori Aronson. If you have any questions regarding health care please contact our health care team at [dfcamphealth@massaudubon.org](mailto:dfcamphealth@massaudubon.org) or 781-259-2244. *You may request a copy of our complete Health Care Policy.*

## Camper Health Information

- After registering for camp, **you will receive an email from CampDoc** with a link to fill out the required health forms online.
- Copies of necessary forms (immunization, proof of physical examination, and insurance) must be self-uploaded to the site.
- All health information is due by May 15.
- If a camper's health information is incomplete, **they cannot join their camp session**. Please be sure to get your CampDoc done in a timely manner. We will send reminders.

## Sick Campers

- Campers who are ill or have infections are not allowed to attend camp until they are healthy and infection free to protect the camper and the camp community.
- **A child must be fever free without medication for 24 hours before returning to camp.**
- Please call the camp office if your child is sick and will not attend camp.
- PLEASE keep your child home if they are not feeling well, are overtired, have a fever, or a rash. Kids do not want to be at camp if they have stomachaches, headaches, or are tired.
- If your child gets lice, **notify the camp office immediately**. We are then required to do lice checks on the entire camp group. The camper must be lice-free before returning.

If an outbreak of communicable disease occurs, any participant who is not fully immunized (due to religious or medical reasons) will remain at home for the time recommended by the MA Department of Public Health. Refunds are not given due to missed time at camp.

## Illness or Injury at Camp

- All campers requiring medical assistance and/or treatment beyond basic first aid are referred to the Health Care team. Based on the team's assessment, the camper will be cared for on-site, returned to their group, sent home for personal health care provider care, or referred to emergency care.

- If your child's illness extends beyond 20-30 minutes, we will notify you by phone. Mildly ill children stay with a Health Care Supervisor or Nurse in a quiet area to rest and be monitored.
- Parents or guardians will receive notification of minor illness/injury by paper slips at pick-up or via phone call for all reported injuries and illnesses.

### Emergencies at Camp

In case of an emergency, camp staff will call 911 to activate the emergency response system; usually the Lincoln Fire Department and/or the Emerson Hospital provide emergency care; off-site programs will use 911 and utilize the closest emergency care. A parent/guardian will be notified immediately. Staff will send your child's camp health records with insurance information to the hospital so that appropriate care can be provided.

### Emergency Contacts

We ask that an emergency contact other than the parent/guardian be provided. Parent/guardians will be called first and alternate emergency contacts will be called only if the parent/guardian cannot be reached in an emergency or if a camper needs to be taken home.

### At-Camp Medications

If your child requires medication while at camp, the following are requirements:

- All medications must be in their **original containers with the pharmacy label and camper name, and have specific instructions for use.**
- Medications must be current (not expired).
- All medications must be approved by the camp's consulting physician and be seen and checked by the Health Care team.

### Asthma and/or Severe Allergies

All campers who have severe allergies or severe asthma must provide an **Emergency Action Plan**.

- This plan should be written by the prescribing physician and describe the triggers and signs of a severe reaction, and necessary steps to take if a reaction should occur (e.g. give 2 tsp. Benadryl then administer epi-pen, etc.)
- The Health Care team will contact a parent/guardian to go over this plan before camp begins.

### Epi-Pens & Inhalers

Camp staff members will carry a camper's epi-pen and/or inhaler throughout the camp day and return them to the health care office at the end of the day.

- All Health Care Staff are trained on the administration of epi-pens and inhalers. All staff are trained on the symptoms of anaphylaxis and allergic response. Campers may also self-administer epi-pens with written permission from the parent/guardian.
- Inhalers can be administered by a member of the health care team, or by the camper themselves with written permission from the parent/guardian. Please indicate your preference on CampDoc.

### Bathrooming at Camp

- All campers must be able to use the bathroom independently, as camp staff are not trained to assist with diapering, using the toilet, or wiping. Camp staff provide multiple opportunities and reminders throughout day for all campers to use the restroom.
- If your camper has an accident during the camp day, staff will assist them with cleaning up and changing clothes in a matter-of-fact way that does not shame or embarrass the camper. If your



camper does not have extra clothes, loaner clothing will be provided by camp. Soiled clothes will be placed in a plastic bag and given to the pick-up person at the end of the day.

- If your camper has an accessibility need related to bathroom use at camp, please contact us in advance of your session to discuss.
- “Nature bathroom” (peeing only) will only be allowed when no other option is reasonably available and is never required. **\*\*Wilderness-based trips may have different expectations for using nature bathroom.**

### Immunization Record/Physical Exam

We require a copy of your child’s immunization record including dates provided by health care provider, and written proof of a physical exam conducted within 18 months of the camp session. Last year’s exams are acceptable. Please contact us if you need a health care treatment/immunization form for your physician to complete.

### Health Insurance

ALL camper families must complete the health insurance portion of the health form. If your child does not have U.S. health and accident insurance, please contact [drumlinfarmcamp@massaudubon.org](mailto:drumlinfarmcamp@massaudubon.org).

### Camper Immunization Requirements

As per the Massachusetts Department of Public Health:

Campers must meet the regulations for the grade they are entering. Exception: Those entering Kindergarten may meet the Preschool requirements for summer camp.				
# doses/grade	Pre	Kinder	Grades 1-6	Grades 7-12
DTaP/DTP/DT/Td	4	5	5	Td booster (not gr.11+)*
Polio	3	4	4	4
Hepatitis B	3	3	3	3 (none if born before 1-1-92)
MMR	1 measles 1 mumps	2 measles 1 mumps	2 measles 1 mumps	2 measles 1 mumps
Varicella	1	2	2	2
MenACWY	0	0	0	1 (gr. 7), 2 (gr. 11 or older)

(1) Healthcare provider must provide documentation of the immunizations.  
 (2) Serologic proof of immunity is acceptable in lieu of immunization.  
 (3) Exemption due to religious reasons is allowed, but guardian must provide written notice.

*\*If 10 years since previous dose*

### Children are not allowed to participate in camp activities unless:

1. A health form is filled out and completed online on Camp Doc which includes immunization records and physician signature.
2. The camp has reviewed the health form **prior** to the camp session.
3. The camper is healthy that day.

See more details under COVID-19 Safety, page 18.

*In compliance with Department of Public Health Notification Requirements 105 CMR 430.109: This camp complies with regulations of the Massachusetts Department of Public Health and is licensed by the local board of health. You may request copies of Drumlin Farm Camp’s background check, health care, and discipline policies as well as procedures for filing grievances.*

## Meningococcal Disease and Camp Attendees: Commonly Asked Questions

This information is provided at the request of the Department of Public Health.

### **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. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, 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 most at risk for getting meningococcal disease?**

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

### **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?**

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

### **Should my child or adolescent receive meningococcal vaccine?**

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents/guardians of adolescents and 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 or adolescent 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:

1. 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);
2. 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.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

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 on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph).

Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).

Massachusetts Department of Public Health, Division of Epidemiology and Immunization, 305 South Street, Jamaica Plain, MA 02130 Updated March 2018

## COVID-19 Safety

**The health and welfare of our campers and staff remains our highest priority.** Mass Audubon Camps will be adopting the following policies regarding COVID-19 safety in accordance with the latest guidance from the Massachusetts Department of Public Health (DPH) and CDC:

### Masks

Currently, **masking will be optional** both indoors and outdoors. Campers spend a limited amount of time indoors at Mass Audubon Camps. We honor the choices of those who continue to wear masks and we will train staff to facilitate healthy conversations regarding mask-wearing so that all children feel included and welcome at our camps.

We will ask campers and staff to wear masks when the local Department of Health for a particular camp advises mask-wearing due to an uptick of positive cases in the camp's town or county, for example if the transmission levels in the community are high. For more information, see Massachusetts DPH Mask Guidance: <https://www.mass.gov/info-details/covid-19-mask-requirements>

### Isolation and Quarantine

In the case of a positive COVID test, please follow Massachusetts DPH Isolation and Quarantine guidance: <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>

We will continuously monitor the COVID-19 levels within our communities and we will consult with local boards of health. Mass Audubon reserves the right to change policies pending new information from the CDC or the Massachusetts Department of Public Health.