

CONCORD RECREATION

Camp Three Rivers 2026

Parent Packet

Updated January 2026



90 Stow Street Concord, MA

(978) 287-1050

www.concordrec.com

**Registration for each camp week closes the Monday prior by noon. Sign up early to assure a spot!*

CONCORD
RECREATION

IMPORTANT!

CampDoc.com

Thank you for registering your child for a Concord Recreation summer camp program. Within one to three weeks of your registration, you will be prompted to set up an account with **CampDocs.com**, our chosen software for the collection of all your camp related paperwork. If you joined us last summer, you can simply login and update your paperwork now. If you are new to Concord Recreation summer camps, you will be required to set up an account for your campers. Please note that information collected for the Health Profile is confidential and is only used for the Camp Three Rivers program, no other concord recreation programs have access to this information.

Profiles can transfer from year to year to make the camp required paperwork easier! There are numerous free applications for smartphones, like Genius Scan, you can download to scan documents using your phone. Please contact Concord Recreation at 978-287-1050 if you have any questions regarding or while using the Camp Doc system.

ATTENTION

This information does not apply to campers registered for Concord Recreation's Kaleidoscope Kids summer camp Program. Parents will receive a different parent packet upon registration.



CONCORD RECREATION SUMMER CAMPS PARENT PACKET
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Hello Parents, Guardians, and Families,

Thank you for choosing Concord Recreation's Camp Three Rivers! We're excited to have you join us this summer.

Camp Three Rivers

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Mardi Hutchinson	978-287-1054	mhutchinson@concordma.gov

Summer Specialty Programs

Joe Durant	978-287-1056	jdurant@concordma.gov
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Health Care Supervisor

Nurse@concordma.gov

Hunt Recreation Center

Customer Support Specialist	978-287-1050	concordrec@concordma.gov
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All Concord Recreation Camps comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. 190 (C). Activities and physical environment meet the needs of campers and do not pose hazard to health/safety risks. When reading this parent packet, you will notice general policies that apply to ALL camps and then camp specific directions including site locations, attire, etc. Please pay close attention to the details that surround you child's specific camp.

Please do the following things to help us:

- Please be safe this summer. If your camper is exhibiting any COVID-19 symptoms, please keep them home.
- Read your ENTIRE Parent Packet.
- Call when your child will be absent **978-287-1050**.
- Post Recreation phone numbers at home and at work.
- Label all camper belongings.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Drop off and pick up on time
- **Registration for each camp week CLOSES the Monday prior by noon. Sign up early!**
- **Payment for camp is due in full May 1st. Deposits are non-refundable. See page 18 for Cancellation and Transfer Policy.**
- NO child will be allowed to attend camp without paperwork so please check your CampDocs account.

At time of registration families may request copies of background check, health care and discipline policies as well as procedures for filing grievances. We hope this packet will answer some of your questions and clear up any concerns. Looking forward to summer!

Yours in Recreation,
The Concord Recreation Team

CAMP HOURS

Camp Three Rivers (Grades K-6, Trekkers, CITs)

Hunt Recreation Center

-Camper drop off 8:45A-9:00A

-Camper pick up 3:45P-4:00P

Extended Care (AM/PM)

Hunt Recreation Center

-AM Care: 7:30A-8:45A

-PM Care: 4:00P-6:00P

CAMP DATES BY WEEK

Week 1: June 15-18* No Camp June 19th

Week 2: June 22-26

Week 3: June 29-July 2 *No Camp July 3rd

Week 4: July 6-July 10

Week 5: July 13-July 17

Week 6: July 20-23

Week 7: July 27-31

Week 8: August 3-7

Week 9: August 10-14

COVID-19 PAYMENT POLICY

Concord Recreation will not be refunding any payments due to COVID-19 related absences or quarantines.

COVID-19 CASE MANAGEMENT

The Health Care Supervisor may contact the camper’s health care provider to discuss if the PCP has decided whether the camper should be tested, or if symptoms are related to other known health condition (e.g. allergies, etc.) Camp Three Rivers will require written clearance from the PCP if testing is not indicated and keep record of such in the camper’s medical record.

COMMUNICABLE DISEASE POLICY

Concord Recreation is required to report any case of a communicable disease to the Board of Health Immediately. If your child is diagnosed with a disease that is defined as reportable under 105 CMR 300.000, you must alert the Health Care Supervisor as soon as possible. This includes any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom .

ILLNESS AT CAMP

Should your child not feel well during camp, every effort will be made to care for them at camp. However, should their illness be better cared for at home you will be asked to make arrangements for them to be picked up. If your child exhibits symptoms of COVID-19, they will be sent home. We ask that you do not send your child to camp if they are not feeling well that morning. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group in either the nurses station or the isolation space.

NURSES/HEALTH CARE SUPERVISOR STATION

Each camp location will have a designated nurses /health care supervisor station. This space will be used for children that are asymptomatic and will meet all camp codes.

COMMON ILLNESS POLICIES

The following are some common illness encountered in camp and our policies concerning attendance with them:

Coughs/Colds: Children with colds and coughs are not allowed to attend camp until they are cough/cold free for 72 hours.

Fever: A child with a fever over 100.0F should seek medical advice and remain at home until the fever has been absent for 24 hours. This is for a child that has a fever unrelated to COVID-19.

For a fever related to COVID-19 or a fever that is accompa-

nied by other COVID-19 symptom, parents should seek medical advice from their primary health physician and then call the Recreation Department. The Recreation Department will seek guidance from our Healthcare Consultant and the Town of Concord’s Board of Health to advise on when the camper can return.

Strep: A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

Ear Infections: A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.

Rash: Please notify your child’s counselor if your child has an existing rash when he/she comes to camp. The nurse will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

Vomiting: A vomiting child must remain at home for 24 hours or until he/she can tolerate a normal diet. *Parents/Guardians must notify the Health Care Supervisor when their child has been vomiting.*

Diarrhea: A child with diarrhea must remain at home until free of diarrhea for 24 hours. *Parents/Guardians must notify the Health Care Supervisor when their child has had diarrhea.*

Chicken Pox: A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.

Impetigo: A child must stay at home until he/she has been on medication for 24 hours.

Conjunctivitis: A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from the doctor will be required regarding the status of swimming for your child.

Head Lice: If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child’s head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, campers must first be inspected by the Health Care Supervisor. The nurse will determine if they can return to camp.

CALLING OUT SICK

If your camper will be staying home due to an illness, please call the Hunt Recreation front desk to report their absence. 978-287-1050.

MEDICATION ADMINISTRATION POLICY

Camper's that will be taking medications while at camp must fill out a medication authorization form. Additionally, the following procedures must be met:

1. All medication (including topical medications) should be in the original container, labeled with the child's name, the name of the medication (include brand names) and instructions for administration and storage or in the controlled possession of the individual administering them.
2. If the medication is an over-the-counter drug, the medication must be accompanied by a parent's note including child's name, dosage, date and instructions for administering. All medications must come in their original boxes with clear directions.
3. For any prescription medication, a written consent form must be signed by the doctor and parent. To get a copy of the medication authorization form, please contact the Hunt Recreation Center as soon as possible. **This includes authorization to use inhalers and epi pens even if the child can self-treat.**
4. Permission for topical ointments must also be on file for medications such as calamine lotion, hydrocortisone cream, etc.

The on-site nurse will administer medication meeting these requirements following this procedure:

1. Read instructions and dosage carefully.
 2. Check medication log in child's file **prior** to giving medication.
 3. Double check dosage and give medication to child.
 4. Document medication and dosage in medical log.
- All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent.

Self Administration Guidelines

Per 105 CMR 430.160 (E), a camper prescribed an **epinephrine auto-injector** for a known allergy or pre-existing medical condition may self-administer and carry an epinephrine auto-injector with him or her at all times for the purposes of self-administration if:

1. The camper is capable of self-administration; and
2. The health care consultant and camper's parent/guardian have given written approval

If a child with diabetes requires his or her blood sugar be monitored, or requires **insulin injections**, and the parent or guardian and the camp health care consultant give

written approval, the camper, who is capable, may be allowed to self-monitor and/or self-inject himself or herself. Blood monitoring activities such as insulin pump calibration, etc. and self-injection must take place in the presence of the properly trained health care supervisor who may support the child's process of self-administration.

EMERGENCY PROCEDURES

Emergency telephone numbers are posted at each phone at all camp locations. If a child is injured we follow this procedure:

1. If a child needs emergency medical attention, an ambulance will be called. A director or staff member will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called at 1-800-222-1222.
3. The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
4. An accident report will be completed for any injury. A copy of the accident report will be placed in the Recreation office.
5. Parents will be notified of the minor accidents/injuries by the nurse at dismissal. All injuries must be logged in the central log book with the Health Care Supervisor.
6. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs and a carrier bag for each group.



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 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:

- wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
- cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don’t have a tissue, cough or sneeze into their upper sleeve.
- not share food, drinks or eating utensils with other people, especially if they are ill.
- 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 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. *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 .*

REQUIRED IMMUNIZATIONS

Written documentation of immunization in accordance with the most current Department immunization schedules developed pursuant to recommendations of the Centers for Disease Control and Prevention shall be required for all campers and staff. Physical Examination or Immunization Exemptions can be made for several reasons including religion. If you are looking for an exemption, please contact us at 978-287-1050.

SUN PROTECTION POLICY

Concord Recreation encourages campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures include, but are not limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 25 or greater and lip balm.

Procedures for the Topical Application of Sunscreen

Parents are responsible for applying sunscreen on their child prior to arrival at camp. If necessary, parents should provide sunscreen for their child to use while at camp. Staff will encourage campers to apply their own sunscreen and will aide them in assuring they have adequate coverage on areas they can not reach such, as their back. Campers will be encouraged to reapply sunscreen every two hours or more frequently if swimming or sweating. *NOTE: Sunscreen can only be applied AT camp by camp staff if the parent/guardian agrees to the sunscreen waiver on CampDocs.* If the camper does not bring their own sunscreen, staff can apply the camp-provided sunscreen with written permission. Staff would be required to wear gloves when applying sunscreen.

PROCEDURES FOR USING INSECT REPELLENT

Parents are responsible for applying insect repellent on their child prior to arrival at camp. If necessary, parents should provide insect repellent for their child to use while at camp. When outdoors, use insect repellent containing DEET, picaridin, IR3535 or oil of lemon eucalyptus on exposed skin as well as on clothing (mosquitoes will bite through thin cloth). *CAMP TIP:* Permethrin is a repellent that can be applied to clothing and will provide excellent protection through multiple washes. You can treat clothing yourself (always follow the directions on the package!) or purchase pre-treated clothing. For best protection it is still necessary to apply other repellent to exposed skin. Staff will encourage campers to apply their own repellent throughout the camp day and will help them spray areas they can not reach, such as their back.

PROCEDURE FOR CONDUCTING TICK CHECKS

Concord Recreation encourages families to check their child for ticks each night. Ticks like moisture and do not typically

“wash off” or “drown”. Therefore we recommend that you use a washcloth at bath/shower time to help dislodge any ticks that have escaped detection. Careful checking, particularly of the warmest areas of the body (underarms, groin, back of knees, neck) is important. Camp staff will encourage campers to check themselves for ticks when changing for swimming and through out the day. If a tick is discovered on a camper while in our care, the nurse will remove the tick and notify parents/guardians for further treatment.

PROCEDURE FOR PROMOTING ALLERGY AWARENESS

Due to the increasing number of students with allergies we are seeking to promote allergy awareness in our camp community. This is particularly relevant to students whose allergies cause an Anaphylactic reaction. This is a life threatening reaction, which can cause death by suffocation within minutes of a reaction commencing. Anaphylactic reactions occur when the body’s sensitized immune system overreacts in response to the presence of a particular allergen.

For campers with severe allergies, Concord Recreation camps will have group talks each week (or as necessary) on allergies and food safety encouraging students not to share food, to wash hands before and after eating and the dangers of bringing allergen products to school. Counselors will monitor any food in the group eg: “birthday treats” provided from home. Additionally, all Concord Recreation camps have adopted a policy of which we will not allow campers or staff to share food and we require hands to be washed before and after eating with soap and water.

Parents are asked to ensure that the Allergy Action Plan is completed and kept up-to-date while also ensuring that Epi-pens and / or medication provided are clearly labeled with the child’s name and dosage required.

TOBACCO USE POLICY

Per 105CMR 430.165, tobacco use in any form, including nicotine delivery systems (e.g., electronic cigarettes) but excluding cessation products approved by the U.S. Food and Drug Administration, shall not be allowed by staff, campers or any other person at a licensed recreational camp for children.

ALCOHOL & RECREATIONAL MARIJUANA USE POLICY

Use of alcohol and recreational use of marijuana in any form is prohibited at a recreational camp for children during camp operating hours.

Drop Off Procedures

Campers at Hunt Recreation Center (K-6), Trekkers (7-8), CIT (9-10):

Drop Off at Hunt Recreation Center located at 90 Stow Street Concord, MA.

Drop Off Times: 8:45A-9:00A

Pick Up Times: 3:45P-4:00P

Procedure:

1. Parents will enter Stow Street via the Hubbard Street intersection. Cars can line up on Stow Street and around the Hubbard Street corner and will be asked to pull up as vehicles move forward.
2. Cars will pull up to the designated drop off area which will be identified with large signs.
5. The child will exit the vehicle with all of their belongings. All other individuals must remain in the vehicle.
6. The camper will be signed in by the site supervisor.
7. The camper will be escorted to their camp group by another camp staff person. They will wash their hands before entering.
8. Parents are asked to leave when their child exits the vehicle so other cars can pull up.

Pick Up Procedures

Campers will only be released with adults that have been listed on the camper’s authorized pick up form. To assure the safety of your child, A PHOTO ID WILL BE REQUIRED AT PICK UP. These procedures are to guarantee the safety of your child. Concord Recreation’s policy is based on the MA Camp Code .190 (B) Camper Pick up Other Than Parent(s): For a camper that is to be picked up by someone other than a parent a written note must be on file with the person’s name, contact info and copy of license and date(s) of pick up. The note must be signed by a parent and will be placed in the camper file after notification to the Lead Counselor has been made. IN ACCORDANCE TO MA CAMP CODE .211 B, IF A CAMPER DOES NOT SHOW UP AT THE TIME OF PICK UP, IT WILL BE ASSUMED THE CAMPER IS MISSING AND THE MISSING CAMPER EMERGENCY PLAN WILL BE IMPLEMENTED. Pick Up locations vary by program. Please see camp specific pages for exact program details.

Campers at Hunt Recreation Center (K-6), Trekkers (7-8), CIT (9-10):

Pick up at Hunt Recreation Center located at 90 Stow Street Concord, MA.

Drop Off Times: 8:45A-9:00A

Pick Up Times: 3:45P-4:00P

Procedure:

1. Parents will enter Stow Street via the Hubbard Street intersection. Cars can line up on Stow Street and around the Hubbard Street corner and will be asked to pull up as vehicles move forward.
2. Cars will pull up to the designated pick off area which will be identified with large signs. Cars should wait to be signaled to pull forward to the front of the building
3. Everyone must remain in their vehicles.
4. A site supervisor will approach the vehicle and will ask who the person is there to pick up.
5. The site supervisor will check identification of the person picking up and make sure it is a person on the authorized pickup list.
6. The site supervisor will walkie talkie to the groups inside and the group will send one child out at a time.
7. The site supervisor will sign the child out.

TRANSPORTATION AND TRAVEL

The Trekkers Teen Program will have limited field trips in the surrounding Concord Area where significant interaction with the public is not expected.

1. While off-site, camps/programs must comply with all requirements, including social distancing and face coverings, and they must plan for how they will isolate a camper/staff who develops symptoms and arrange for separate transportation to seek medical care from the off-site location.
2. Concord Recreation will adhere to applicable standards in Reopening Transportation Guidance from the Department of Elementary and Secondary Education.
3. Cohorts should be maintained to the extent possible during all transportation and travel.

LATE PICK UP PENALTY PROCEDURE

If a child is not picked up by 4:10PM a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged. If a camper stays longer than 4:30PM they are subject to the full cost of Extend Day, \$80.00.

EARLY DROP OFF & EXTENDED DAY PROGRAM

Early drop off/extended day is available for Camp Three Rivers participants, only. Early drop off is available from 7:30-9:00AM and extended day is from 4:00-6:00PM. Campers that are enrolled in Concord River Camp will be walked over to the Alcott School at 8:45AM**Please note that inclusion aides will NOT be present at early drop or extended day.

TREKKERS CAMP

A weekly field trip program based at the Hunt Recreation Center. Three days a week there will be an offsite trip with the potential for time for activities at The Emerson Field (games, sports, crafts free swim). Destinations may include Level 99, Canobie Lake Park, Tree Top Adventures as well as many more. Trekker Travel Camp is in session from 9:00AM-4:00PM Monday-Friday. This camp is for kids entering 7-8 grade.

CAMP LOCATION

Trekker camp will begin and end at the Hunt Recreation Center, located at 90 Stow Street Concord, MA.

TREKKERS CAMP STAFF

Concord Recreation’s Camps are committed to recruiting and retaining the most qualified candidates for employment each summer season. Our staff consists of certified teachers, and college and high school students. Prior to working in the camp and with your child, they completed our orientation/training sessions. Each camp group is staffed with a minimum of a Lead Counselor and Counselor. All Head Counselors are certified in CPR, AED, and First Aid. The Camp Nurse will not be travelling with Trekker on trips.

Concord Recreation’s Camp Staff meets and exceeds the requirements set forth in the Camp Code—Rules and Regulations mandated by the State of Massachusetts and enforced by the Concord Board of Health. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

A TYPICAL DAY

Monday and Friday Trekkers will participate in on Campus camp activities. On Tuesday-Thursday Trekker campers will attend morning meeting and prepare to leave the campus. **Campers should pack a lunch and snack unless otherwise noted.** The camp day will run from 9:00AM-4:00PM. **There is no early drop or extended day care for Trekker camp.**

WHAT TO PACK

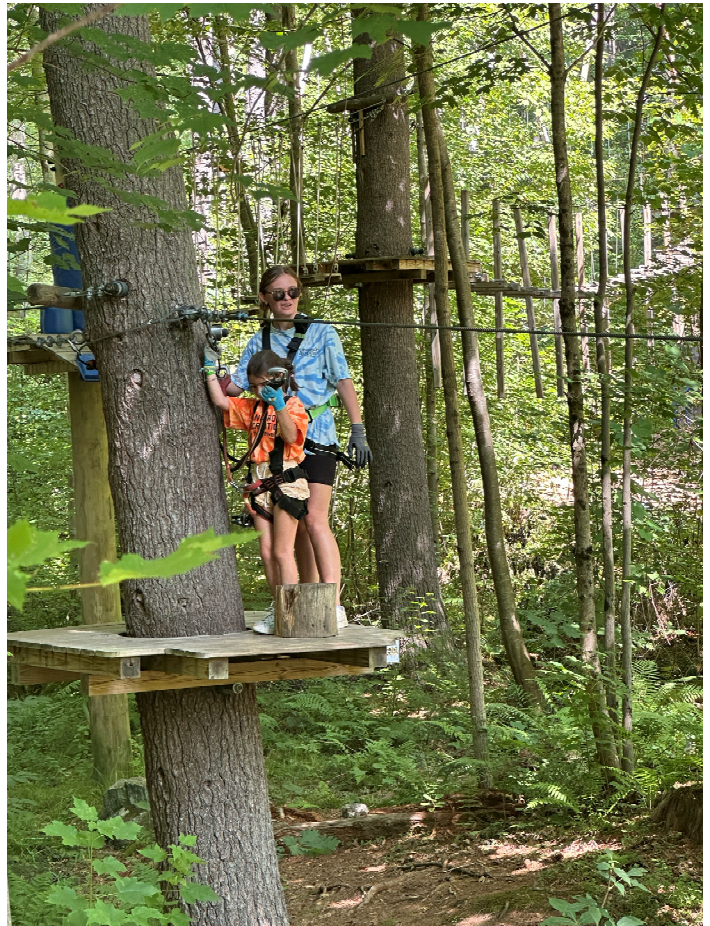
We recommend that all campers bring a backpack to camp that zips to keep their belongings together during the camp day. Bags should be labeled and all of your campers items must fit in the bag.

WHAT TO WEAR

Trekkers campers **must** wear their camp t-shirt everyday. We ask that shorts be an appropriate length and that shirts do not get cut, tied, or manipulated in any way.

CELL PHONE & TECHNOLOGY POLICY

Cell phones, smart watch, or any other type of electronic devices are not allowed at camp. It is our goal to provide our exciting and memorable experience that is technology free. If we see a student using an electronic device, we reserve the right to take it away for the remainder of the camp day.



Late Pick Up Policy

Concord Recreation’s policy is based on the MA Camp Code arrives .211 (B) Camper does not show up at point of pick up: If a camper has not been picked up 15 minutes after pick up time ends, a staff person will contact the campers parents to determine at what time pick up will occur and a \$5.00 will be charged.

Early Pick Up Policy

Since camp groups are at different locations and facility doors will be locked to the public, you must call the Hunt Recreation Center front desk at 978-287-1050. The front desk will walkie-talkie to camp sites to let the site supervisor know about the early pick up.

CONTINGENCY PLANS & POLICIES

Absent Camper Policy

Concord Recreation’s policy is based on the MA Camp Code .211(A) Camper Does Not Show Up to Camp: At the start of each camp day the Lead Counselor will take attendance. If a child that is scheduled to attend has not arrived after attendance the Lead Counselor will notify the Camp Director. The Camp Director will contact the family to determine the reason for the absence. The Camp Director will also notify the family that notification is required for all absences. Please help us by letting us know when your child cant make it by calling 978-287-1050.

Unregistered Camper Policy

Concord Recreation’s policy is based on the MA Camp Code arrives .211 (c) Child not Registered: If a child arrives to camp that is not registered for that program day/week, the child will be brought to the Camp Director’s office. The Camp Director will locate the parent/guardian to determine a solution. If a camp has room for enrollment ,that family may choose to enroll only after all the correct paperwork has been completed.

NO WEAPONS POLICY

Concord Recreation Department has a no weapons policy. A camp participant that violates this policy may be subject to discipline, up to and including termination from Day Camp. The policy is as follows: The Town of Concord/ Recreation Department/Day Camp is committed to providing a safe environment for all its employees, volunteers and program participants. This policy is being implemented effective immediately, in furtherance of that commitment. This policy prohibits employees and/or volunteers and participants from carrying, possessing, or using firearms and other dangerous weapons.

Weapon Definition

For the purpose of this policy, a firearm shall mean any handgun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, wheth-

er loaded or unloaded, from which a shot, bullet, pellet, or other projectile can be discharged by any means. The term “dangerous weapons” (as outlined in Massachusetts General Law) shall mean: Any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a device or case which enables a knife with a locking blade to be drawn or being propelled by any mechanism any jackknife, pocket knife or tool such as a Leatherman a slingshots, slingshot, bean blower, sword cane, pistol cane, blackjack, bludgeon, nunchaku, zoo bow, “clackers” or “kung fu” sticks, or any similar weapon, a shuriken, or any similar pointed object intended to injure a person when thrown, or a manrikugsari, or similar length of chain having weighted ends or metallic knuckles or knuckles of any substance which could be put to the same use, any electrical weapon, or any other device not mentioned herein when its intended function or design is clearly that of a weapon. “Possession” shall include possessing, carrying, storing or using firearms or other dangerous weapons, as herein defined, upon Town of Concord property.

UNRECOGNIZED PERSONS/SUSPICIOUS BEHAVIOR

Any camper, counselor, or camp staff member who witnesses suspicious or unsettling behavior from any individual while at camp should immediately report this information to the Camp Director. This policy is in place at all times at camp, including on field trips. This behavior may be exhibited by campers, non-campers, staff, volunteers, contractors, parents and legal guardians, etc.. To help identify strangers, campers and staff are required to wear camp shirts at all times. **This policy is in accordance MA Camp Code .190(E).**

REPORTING SUSPECTED ABUSE/NEGLECT POLICY

State law mandates that reports be filed of suspected abuse and/or neglect. If a staff person suspects that a child is a victim of neglect and/or abuse, the procedure is as follows:

1. Suspected abuse must be reported to the overall Camp Director immediately, with documentation.
2. A Director will consult with the health consultant or other appropriate professionals.
3. A meeting with the parents will be arranged.
4. If necessary, the Camp Director will report the suspected case to the Department of Social Services pursuant to M. G. L. c199s 51A. The Day Camp Director will then notify the parents of the filing of a 51A pertaining to his/her child. If a staff member is suspected of abuse of a child in the program, that person will be suspended from duties directly involved with children until an investigation is complete.

BEHAVIOR MANAGEMENT POLICY & PROCEDURES

Concord Recreation’s policy is based on the MA Camp Code .191 Requirements for Discipline:

(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of the child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

(B) Prohibitions:

- Corporal Punishment, including spanking, is prohibited.
- No camper shall be subjected to crule or sever punishment, humiliation, or verbal abuse.
- No camper shall be denied food, water or shelter as form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

(C) The operator shall describe in writing, the camp’s procedures for disciplining campers. The written plan shall also include the prohibitions of **105 CMR 430.191(B)(1) through (4)**.

Program participants and staff share a responsibility for maintaining a safe and positive environment within any program hosted by the Concord Recreation Department. When participants are disruptive, their behaviors can hinder the educational and recreational environment that Concord Recreation seeks to provide. Therefore, the Camp Three Rivers Program has a zero-tolerance policy for behaviors that continually disrupt the nature of a program, its participants, or its staff. Examples of these disruptions include, but are not limited to:

- Bullying or actions that make any other camper or staff feel unsafe, unwelcomed, or uncomfortable.
- Failure to follow the rules, policies and procedures of the Program.
- General misconduct, including loud or boisterous behavior that tends to disturb others. This includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.
- A camper’s persistent refusal to follow the instructions given by program staff, program administrators, or any other employee.
- Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any camper or employee.
- Mutual physical confrontations between campers (fighting).
- Destruction of property or stealing.

While most participants consistently behave safely and appropriately, there are times when misbehavior warrants intervention or consequences. Counselors and other staff use a variety of behavior management strategies to address such behavior including positive reinforcement, redirection, consistent feedback, schedule flexibility, inclusion support and other recommendations based upon the current American Academy of Pediatrics childcare guidance on effective discipline. When these strategies are not successful in changing that behavior and/or serious incidents occur, it may be necessary for additional action to be taken. *Per code 105 CMR 430.191(B)(1) through (4), at no time will a camper be subject to corporal punishment, including spanking, cruel or sever punishment, humiliation, or verbal abuse, shall never be denied food, water or shelter or punished for soiling, wetting, or not using the toilet.* All behavior management techniques will be adjusted to the individual needs and development of the child. The following information outlines disciplinary procedures that may ensue:

1st Offense: Verbal redirection by staff.

2nd Offense: Loss of preferred activity and verbal or written notice to parent/guardian.

3rd Offense: Required meeting with a parent/guardian regarding continued behavior issues. Camper will not be allowed at camp the following camp day. Camper may not be allowed to participate in next fieldtrip. *No refunds will be given for any missed camp days.*

4th Offense: Suspension from summer camp program for remainder of the camp day, week, or summer. *No refunds will be given. Refunds for future camp weeks will be provided less the Department’s \$25 cancellation fee.*

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior, as approved by the Summer Camp Director and the Recreation Director.

Due to the strict regulations to assure camper and staff safety, if a camper refuses to wear a mask or adhere to social distancing rules, he/she may be asked to leave the program.

TERMINATION AND SUSPENSION POLICY

A child may be terminated or suspended from a program for behavior dangerous to him/her or to others. A child may be terminated or suspended without warning due to the severity of the behavior. However, every effort will be made for each camper to have a successful and fun experience. In the case of termination or suspension from the program parents will be contacted immediately. Program refunds will not be granted.

TRANSPORTATION TO & FROM CAMP

Parents are responsible for transporting their children to and from Camp. *Concord Recreation encourages the same family member to be the pickup/drop off person for campers as often as possible.*

CAMPER TO STAFF RATIOS

Concord Recreation Summer Camp Programs abide by State camper/counselor ratios. This is staff per 10 kids ages 7+ and 1 staff per 5 campers below age 7. Campers with disabilities will have 1 counselor per 4 mildly disabled campers and 1 counselor per 2 severely disabled campers. To meet required ratios, counselors shall be within the line of sight or close proximity to campers at all times. All counselors are at least three years older than their campers.

REQUIRED RECORDS

All information in the camper's file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file will contain the following:

1. Registration form
2. Emergency Form
3. Health Records, including proof of immunization
4. Documentation of any injuries/medications

RAINY DAY PROCEDURE

Camps will run rain or shine. In the case of inclement weather, please send your child with a rain coat in the case we do activities outside in between bouts of rain.

LOST AND FOUND

Lost and Found will be located in the multi-purpose room. If you are missing a piece of your child's belongings, please call the Hunt Recreation Center. Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost. **Please label everything!** *All lost and found items will be gathered on Friday afternoons to clean and prepare for the next week.*

TOILETING PROCEDURES

All campers that attend Camp Three Rivers must be able to use the bathroom independently. All children will be accompanied to the bathroom by a camp staff person. If a child has a toileting accident, they will not be punished or humiliated. Each child is treated with kindness and respect and is given assistance in changing their soiled clothing. Soiled clothing is doubled bagged in plastic bags and sent home to be washed.

SWIMMING SAFETY POLICY

Campers will be required to take a swim test during their first session to determine their level of ability. Campers will be confined to swimming areas consistent with the limits of their swimming ability. Swimming and other aquatics activities shall be supervised by one counselor for every ten campers in the water or near the water. For every 25 campers, or portion thereof, there shall also be at least one life-guard. If 50 or more campers are in the water or near the water, the aquatics director must be present to directly supervise the activities and may be one of the on-duty life-guards to meet the requirement above. All swimming pools are in compliance with 105 CMR 435.000 (Permit Posted/Compliant w/VGB Act and Pool Fence Requirements). All camps are in compliance with 105 CMR 432.000 M.G.L. c. 111 & 127 1/2 (Christian's Law). Swimming areas are clean and safe. There will be no swimming at undesignated sights.

PARENT COMMUNICATION & VISITATION

Parent /Guardian Visitation

For the safety of all participants, visitors—including parents and guardians—are not permitted to move about the property unattended. All parents and guardians must check in at the front desk when dropping off or picking up their camper.

Parent /Guardian Conferences

There are no scheduled parent conferences. If parents have any questions or concerns that need to be addressed they are encouraged to contact their Camp Director to coordinate a meeting at a mutually convenient time.

Parent /Guardian Input

We welcome comments and suggestions regarding your camper's experience. Comments can be emailed to the Camp Director or left with the Hunt Recreation receptionist.

Parent /Guardian Communication

Concord Recreation will communicate with parents via email, phone, and notes. If you have a preferred communication method, please let your Camp Director know.



CONCORD RECREATION ORGANIZATIONAL CHART

1. Town Manager
2. Deputy Town Manager
3. Recreation Director
4. Assistant Recreation Director
5. Recreation Supervisor
6. Camp Director
7. Assistant Camp Director
8. Camp Three Rivers Head Counselor
9. Camp Three Rivers Lead Counselor/ Specialists
10. Inclusion Aide
11. Counselors
12. Junior Counselor

SUMMER CAMP STAFF JOB DESCRIPTIONS**Camp Director**

The Camp Director, is the go-to person for all things camp including the direct care and supervision of campers, staff management and training, risk management and program planning. This person has a proven track record of success in effective supervision & management of campers (students) and staff and will be capable of building positive relationships, providing top-notch customer service and ensuring camp safety. The Camp Director will report to the Recreation Director.

Assistant Camp Director

The Assistant Director will aide the Camp Director in overseeing all aspects of the Three Rivers Camps including ongoing camper assessments, group placement, program development, activity analysis, staff evaluations, weekly group preparation, and direct communication with families. The Assistant Directors will report directly to the Camp Director. Through the camp summer, the Assistant Director will be expected to develop rapport with each camper and staff, offering support to campers & staff on a daily basis.

Lead Counselor

The Lead Counselor is responsible for mentoring, coaching and assisting their counselor team. The Lead Counselor is expected to resolve staff conflicts, manage camper behavior, provide guidance and teach youth development skills to the counseling staff. The person in this role will also be asked to assist with programmatic events, administrative tasks as needed, and to provide staff coverage in the case of absences. The Lead Counselor is the first point of contact when counselors address challenging issues that arise throughout the camp day. This position reports to the Assistant Camp Director and Camp Director.

Counselor

Counselors guide campers through their daily activity schedule while encouraging and empowering them to participate in activities such as sports, music, art, swimming, and more. Counselors assist in the administrative aspects of group management including rosters, child specific plans, morning and afternoon meetings, lost and found, and child specific documentation.

Junior counselor

The primary responsibility of a Junior Counselor is to support the counselor team and their group of campers each day as they participate in various camp activities and events. Junior counselors will not work with campers within three years of their own age.

Inclusion Aide

The Inclusion Aides will assist campers with disabilities to successfully participate in the camp day. Inclusion Aides actively facilitate friendships and assure successful participation in all camp activities. Additionally, these aides will work with the Inclusion Director, general summer staff, and parents to create child-specific success plans. Aides will work with different campers on a daily basis depending on the activities and the level of assistance required.

Health Care Supervisor

The Health Care Supervisor will assure that all campers, regardless of their medical needs, are engaged in all camp activities while having the care and medication needs met. Nurses are responsible for assisting campers with all activities of daily living (toileting, eating, dressing, etc.) as well as dispensing medications, administering first aid for minor injuries, providing g-tube feedings, adhering to seizure protocols, and obtaining accurate medical records. Health Care Supervisors must communicate clearly with all staff, parents, and leadership staff to assure health and safety for all campers and staff.

Art Specialist

The Art Specialist will develop and implement all activity plans in the area Arts and Crafts and assure that activities are skill and age appropriate for all camp groups.

Sports Specialist

The Sports and Recreation Specialist will develop and implement all activity plans in the area Sports and Recreation and assure that activities are skill and age appropriate for all camp groups.

Nature Specialist

The nature specialist will develop and implement all activity plans in the areas of Outdoor Education, Science, and Nature and assure that all activities are skill and age appropriate for camp groups.

Music and Drama Specialist

The Music and Theater Specialist will develop and implement all activity plans in the area of Music and Theater and assure that activities are skill and age appropriate for all camp groups.



CAMP THREE RIVERS

Assabet River Camp

This group will spend the majority of time at camp on the grounds of Emerson Field located at 90 Stow

Street. Campers will participate in swimming, sports and games, arts and crafts and a number of planned activities throughout the day. Free swim will take place in the outdoor pool which is staffed by certified water safety instructors and lifeguards. This group will go on one field trip per week, off campus. Assabet River Camp is in session from 9:00AM-3:45PM Monday-Friday. This camp is for kids entering grades K-2.

Sudbury River Camp

This group will spend the majority of time at camp on the grounds of Emerson Field located at 90 Stow Street. Campers will participate in swimming, sports and games, arts and crafts and a number of planned activities throughout the day. Free swim will take place in the outdoor pool which is staffed by certified water safety instructors and lifeguards. This group will go two field trips per week, off campus. Sudbury River Camp is in session from 9:00AM-4:00PM Monday-Friday. This camp is for kids entering grades 3-6.

Inclusion Program

The Three Rivers Inclusion Program, a program running in collaboration with Camp Three Rivers, strives to provide participants of all abilities with a well-equipped environment in which behavioral support, activity adaptations and friendship facilitation are the main objectives. Same dates/times, ages, activities, and prices as listed within the Sudbury and Assabet Camp. Participants must have an IEP or 504 Plan to qualify for the inclusion program. This program is for kids entering K-6.

Counselor in Training

This program combines work, recreation and employment training for youth entering grade nine and ten. Participants will assist Camp Three Rivers Counselors in a camp setting which is both supervised and supportive. Sessions are two weeks long.



CAMP THREE RIVERS STAFF

Concord Recreation’s Camp Three Rivers is committed to recruiting and retaining the most qualified candidates for employment each summer season. Our staff consists of certified teachers, college and high school students, and certified Health Care Supervisor. Prior to working in the camp and with your child, they completed our orientation & training sessions. Each camp group is staffed with a minimum of a Lead Counselor and Counselor. We also have the CIT (Counselor in Training) who assist Counselors within the camp groups. All Lead & Camp Counselors are certified in CPR, AED, and First Aid. The Camp Three Rivers Staff meets and exceeds the requirements set forth in the Camp Code— Rules and Regulations mandated by the State of Massachusetts and enforced by the Concord Board of Health. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with state regulations.

A TYPICAL DAY

Camp Three Rivers runs on a block schedule. Children will be rotating indoors and outdoors for various programs and activities including free swim, arts & crafts, music & drama, sports, outdoor adventures, and lunch.

Sample Schedule

8:45A	Morning Meeting and Attendance
9:00A	Activity #1
9:50A	Activity #2
10:40A	Morning snack-brought from home
11:30A	Activity #3
12:15P	Lunch (from home)
12:50P	Activity #4
1:30P	Activity #5
2:20P	Activity #6
3:45P	Pick Up Begins

FIELD TRIPS

Parents will be notified of field trips in the weekly welcome letter. For all camp field trips, if you do not wish your child to participate in the trip, you must notify the Camp Director. If your child does not wish to attend, please make other arrangements as their will not be supervision for them at the Recreation Center. Parents may be required to sign permission slips for certain trips. If this is the case, these document will be sent home at the start of the camp week or posted on CampDocs. **Each child will be given a camp shirt and they MUST wear their camp shirt on field trips.**

Staff will always wear staff shirts so your child can quickly identify which adults are with Concord Recreation. Additionally, all staff will be equipped with a two-way radio to communicate while off site.

Assistant Camp Directors will attend all of the field trips along with the Inclusion Aides, a health care supervisor, program specialists, and sometimes, lifeguards. Parents are not allowed to drop campers off or pick campers up at field trip sights without prior written permission. A minimum of at least one staff person shall accompany and monitor campers during any bus or van transport. This also includes transportation for students in the METCO program attending camp.

IF YOUR CHILD'S CAMP T-SHIRT IS FORGOTTEN, LOST, OR YOU WOULD LIKE AN ADDITIONAL ONE, THEY CAN BE PURCHASED FROM AT THE HUNT FRONT DESK FOR \$10.00 EACH.

WHAT TO WEAR

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable **play clothes to camp that you won't mind getting a little dirty**. Concord Recreation is not responsible for clothing that is lost, damaged, or stained. Campers only have to wear their camp shirt on fieldtrip days but are welcome to wear it on other days if preferred. *Campers are not allowed to alter their camp shirt in anyway—signing, drawing, coloring, cutting ect.*

FOOTWEAR

Campers will be participating in a variety of activities including sports, art, and more. Please assure that your child comes with a heel strapped, toe-covered shoe. Examples of preferred shoes include sneakers or crocks. Please do not send your camp with only flip flops.

BATHING SUITS

We highly recommend sending your child to camp with their bathing suit on under their clothing. Children will also need a towel. **Both the towel and swimsuit should have their name clearly written on the tags in case they get misplaced.** *Helpful Hint: Send your child with a plastic bag for their wet suit and towel after swimming! We do not typically have time to hang dry swimming items.*

POOL

Camp Three Rivers will use the Emerson Pool for swimming. The pool will be closed to the public. Campers are welcome to bring their own goggles, nose and ear plugs—these items cannot be shared. Campers will only participate in free swim, no lessons offered. Campers will be swim tested to use the deep end.

SNACK

Please send your child with their own morning & afternoon snack and plenty of water. Snack is not provided at Camp Three Rivers due to the high number of allergies. On special days, a special sweet treat may be provided.

LUNCH

Be sure to pack a good size lunch, the children's appetites do seem to increase with the day's activities. Lunches will be stored in their backpack bin (assigned to each camper group) until it is time to eat. Camp Three Rivers does not provide lunch* for campers and we do not allow campers to share food due to allergies. A sturdy lunch bag or box is best so lunches won't get crushed (although bagged lunches are best for field trip days). Please include an ice pack as there will not be refrigeration available. Please limit the amount of juice and soda you include in your child's snack/lunch as these are dehydrating. **Lunch is provided for select field trip experiences, this info will be in the weekly welcome letter.*



FOOD ALLERGIES

Camp Three Rivers *does* allow peanut and nut products to come in lunches to camp. Any camper that has an allergy to a nut (or any other food) will sit at an "allergy free table" to assure safety.

WATER BOTTLES

Please include extra drinks (water or sports drinks) to prevent dehydration. *Please do not send your child with soda or excessive amounts of juice as it is a dehydrator.* We recommend bringing a labeled water bottle that can be refilled in one of our sinks or bottle filling stations during the day. *Helpful Hint: Freeze drinks the night before and they will remain cold for most of the day.*

LOST AND FOUND

Lost and Found will be located in the multi-purpose room. If you are missing a piece of your child's belongings, please call the Hunt Recreation Center. Please do not send your child with any valuables—children will be moving from activity to activity which will increase the likelihood of belongings getting lost. **Please label everything!** *All lost and found items will be gathered on Friday afternoons to clean and prepare for the next week.*

CELL PHONE & TECHNOLOGY POLICY

Cell phones, smart watches or any other type of electronic devices are not allowed at camp. It is our goal to provide our exciting and memorable experience that is technology free. If we see a student using an electronic device, we reserve the right to take it away for the remainder of the camp day.

SUNSCREEN AND INSECT REPELLENT

Please make sure your child comes to camp with plenty of sunscreen already applied. Parents are welcome to send their own sunscreen— please place in your campers bag with your name on the bottle. To review our sunscreen and insect repellent policy, please see page 12.





Concord Recreation

Camp Three Rivers – Specific Cancellation & Transfer Policy

Effective January 9, 2026

Concord Recreation is committed to supporting and promoting community through wellness and play, in part, through our Camp Three Rivers and Kaleidoscope Summer Program. We urge you to carefully review our cancellation and transfer policy and call us at 978-287-1051 if we can answer any questions for you.

Camp Three Rivers & Kaleidoscope Summer Program Registration Date

- First Wednesday in February for residents, second Wednesday for non-residents.

Payment Details

February: 50% deposit non-refundable

May 1: 50% Final Payment, you must have a card on file.

Cancellation Fee Schedule

****For partial refund on payment due May 1, changes must be made by the following dates. After the dates listed below, there will be no refunds issued****

Registration (February)

Registration – 50% deposit due, non-refundable

If you (or designated family member):

- Cancel before May 1: \$35 cancellation fee
- May 1: Final Payment due, remaining 50%
- Cancel any June weeks by May 8: 50% refund on final payment and \$35 cancellation fee
- Cancel any July weeks by June 1: 50% refund on final payment and \$35 cancellation fee

Transfer Fees:

****Any transfer of weeks will be subjected to a \$35 transfer fee*.***

****Deposits are non-refundable. We encourage families to double-check their summer schedules ***before*** registering, as we hire and schedule months in advance based on registration. All extenuating situations outside of the ones mentioned in the General Policy will be considered on a case-by-case basis and to contact DJ Fimiani at DFimiani@concordma.gov.**

Thank you for your understanding and continued support of Concord Recreation!

