



2024

**Family & Camper
Guide**

(updated 11/5/2023)



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We strive to offer the best summer camp experience for your child. Thank you for reviewing the guidelines in this handbook with your child.



Welcome to Camp Whirlygig! The following information will help you to become familiar with the policies and procedures of our summer program. Our number one priority is our campers. We aim to do everything we can to promote a safe, welcoming, and happy camp experience!

Camp Whirlygig Core Program and Values

Camp Whirlygig builds on the legacy of the beloved WVIS summer program, Tea House Camp, and the history-based summer enrichment programming offered by the Wenham Museum in years past. The program is designed to provide a safe, engaging and diverse camp experience where young children can form friendships and build skills through play and enrichment.

Contact Info

Phone: 978-468-2377, ext. 119

Email: margaurita.spear@wenhammuseum.org

Registration Portal Site: <https://campwhirlygig.campbrainregistration.com/>

Address: 132 Main Street, Wenham, MA 01984

Website: <https://www.wenhammuseum.org/camp/>

Forms Found on Website: Family & Camper Guide, Transportation Form, Physicians' Form, Medication Administration Form, Camper Pick-Up Cards, State-Issued Informational Documents



What to Wear and Bring to Camp

All campers should wear closed toe shoes so they can fully and safely enjoy and engage in activities, such as outdoor play, climbing, hiking, etc. Campers are also encouraged to wear shirts that cover their shoulders with shorts. All campers should pack one complete change of clothes in a labeled gallon size zip bag. Sunscreen should be applied at home before camp and packed in their backpack. Please label the sunscreen with the camper's name. Counselors will support the application of sunscreen throughout the day. If parents desire their children to also wear insect repellent, please be sure that it is packed and labeled as well.

All campers will have the opportunity every morning to enjoy a snack packed from home. For campers staying for the full day, lunch and an additional afternoon snack should be packed with a cooler pack. Campers should bring a refillable water bottle each day.

All items that campers bring to camp should be kept in a backpack which is brought with them every day. Please check your camper's backpack for any items that need replenishing, cleaning, or otherwise.

Sunscreen and Insect Repellents

Children are expected to arrive at camp having already applied sunscreen. We assist young children with sunscreen application throughout the day as needed, while expecting children to perform age-appropriate participation in their personal care.

On days that our campers spend time on a grassy field we encourage insect repellent, ankle socks, and covered shoulders to avoid the possibility of insect bites. Our staff receive tick awareness training and tick checks will be performed when necessary. Counselors will supervise younger campers applying their personal sunscreen and insect repellent.



Please Leave at Home

Electronics, toys, valuables, pets or live animals, illegal substances and items that could be considered a weapon. Camp Whirlygig is not responsible for lost or damaged personal items. Campers are not allowed to use cellphones, smart watches or other personal devices during the camp day. Staff will have cellphones to support communication and the health and safety of the camp community. If your child needs to reach you, the counselors will assist them with calling you from an office phone. If you need to reach your child due to an emergency, you should call the main number for the Wenham Museum at 978-468-2377, ext. 113. Someone from our visitor services desk will have your child brought to the phone.

Lunch and Snacks

All campers registered to attend camp for the full day must bring lunch and snacks daily. Please be sure to include a cold pack in your lunch bag. We picnic as a group outdoors, which does not provide access to a refrigerator or a microwave. Please contact the camp director if a medical exception should be made. If a camper forgets their lunch, we will contact the parent to notify them. If a parent is unable to bring the camper's lunch, we have a limited supply of emergency food on hand, but we cannot accommodate all dietary tastes or needs with this supply.

Camp staff sit with our campers at lunch and snack discouraging the sharing of food to prevent the possibility of an unexpected allergic reaction or sickness. Making time to wash our hands before and after eating is part of the camp routine.

We promote a nut-free environment to provide a as safe as possible camp environment for our campers that have a serious nut allergy. Please do not send snack bars, baked goods, candies or sandwiches that may contain peanuts, tree nuts, nut butters or nut milks. Your understanding and cooperation are much appreciated.

Each afternoon camper should pack a second snack.

Our health supervisor will partner with parents and campers to manage any food allergies or food sensitivities that a camper may have. If your child has a food allergy it is very important that you share this information on your child's medical forms. We will contact you to discuss the best allergy management plan for your child while they are at camp.



Drop-Off (between 8:15 – 8:30)

All campers should be dropped off at the end of the walkway leading into the museum. Camp staff will be there to greet you. Pull into the drop-off line by accessing the museum entrance off of Main Street. Parents should not exit their cars while in the drop-off line. Our staff will support and direct campers to their camp group. If you need to get out of your car, we ask that you park in the parking lot. The entrance to the parking lot and museum is one-way. Please exit by driving through the parking lot to the other side of Town Hall.

If you are pre-registered for early drop-off, please park and escort your camper into the museum to check-in at the visitor's desk. Early drop-off is available starting at 7:45 AM. You may pre-register for that program via the online camp portal.

Pick-Up for Noon Dismissal and End of Day

Pick-up will follow the same routine as drop-off. Please pull forward in the car line. Campers will gather by the pick-up area, and as cars pull forward in the pick-up line, counselors will bring them to your car and support securing them in car seats. Please do not exit your car once you are in the pick-up line. Please display the CAMP WHIRLYGIG pick-up card in your window with your camper's name. Position the card so that it is easily visible on the front passenger side. If you do not have the pick-up card, counselors will ask for photo ID until you are able to locate or replace the card. Replacement cards can be obtained by emailing the camp director. On rainy days, parents should pull-up along the side of the museum building. Counselors will usher the campers from inside the building through the barn doors on the side of the building.

A parent or guardian must pick-up children. If you would like to designate another adult, please complete the authorized pick-up list in your camper's online profile and complete the transportation form. Campers must be picked up no later than 3:30 PM, unless they have been pre-registered for the extended day program. You may pre-register for that program via the online camp portal. Late pick-up is available through 4:00 PM. When picking up after 3:30 PM, please park in the lot, enter the museum and check-in at the visitor desk. Your child will be brought to you.



All campers must be picked according to the time indicated by their camp session registration.

Campers must check-in and check-out with their counselors each morning and afternoon. For safety reasons, do not pick up your child unless they have been formally released by a camp staff member.

If a parent, guardian, or other authorized adult is unable to pick-up the camper at the camper's dismissal time, and the camp has confirmed that the pick-up person is arriving at a later time up to 4:00pm the following fees will apply to the household account.

- A half-day camper picked up between 12:15pm and 2:30pm, will be billed \$200 for the second half of the camp day and lunch or snack will be provided to the camper.
- A full-day camper picked up after 3:30pm and by 4:00pm will be transferred to the late pick-up group and will be billed \$50.00 for the late pick-up fee.
- A camper not picked up by 4:00pm will be billed an additional \$10 for every 5-minutes past that time.

If a parent, guardian, or other authorized adult is unable to pick-up the camper at the camper's dismissal time and the camp has not been able to reach any contacts for the camper, the local police will be notified after 30-minutes of non-contact.

Late Arrivals and Early Pick-Ups

Please inform the camp director by phone or email if you need to arrange to pick up your camper early from camp. We will arrange to have your camper meet you at the visitor desk inside the museum at the requested time.

Attendance is taken between 8:15am and 8:45am. If you drop your camper off after 8:45am, please walk your camper to the visitor desk inside the museum to check-in. We will check them in and take them to their camp group.

In the event that the camp must make any changes to the drop-off or pick-up we will email notification of the change in a timely manner. We will also send a voicemail and/or text message to any families who have opted in to receive those notifications. Please opt-in and grant permission to receive text and voicemail notifications from the camp in the camper portal. These notifications will only be sent to convey important or time-sensitive information pertaining to camper safety, such as changes to drop-off or pick-up.



Attendance (Absence)

Please call or email the camp director before 8:15am if your child will be absent or late. Daily attendance is taken between 8:15am and 8:45am. If your child is not in attendance and we have not received a message from you, we will contact you to verify the absence.

Camper Conduct

Our priority is to promote a healthy experience for all children and staff that includes a safe environment, encourages individual growth, personal development, and fun. Our behavioral guidelines include:

- Respect each other
- Respect the space, materials and equipment
- Be courteous and kind
- Cooperate in group activities and learning experiences
- Use appropriate language and gestures at all times
- Value personal space (no hitting, jumping on each other, inappropriate touching)
- Follow safety rules and guidelines

Camp personnel will actively monitor and coach the above behavior guidelines. In the event that a camper is unable to follow these guidelines, disciplinary action may take place. Coaching always starts with intervention to stop the behavior followed by a discussion, which may be followed up by further action. Further action may involve a spoken apology and conversation among involved parties, an attempt to make “whole” such as helping to clean a mess that is made or repair a damage that is done, communication with a parent, time away from the camp activity or person, or dismissal if in the best interest of the camp community. Any camper that intentionally inflicts physical harm to a staff member or camper will be sent home immediately for that day.

Social Networking Guidelines

Staff members are asked not to friend, follow, or participate in social media with campers. Social networking sites are public and globally visible. The content displayed can impact a camper, family, or camp well into the future.

Pictures or videos may only be taken under the supervision of staff, with parent permission. Camp Whirlygig and its partners will be responsible for their marketing efforts directed by



photo permissions given by parents through the application process. At no time do we put a camper's name with a photo.

Illness or Injury

Camp Whirlygig has a health supervisor as well as several staff who are trained in CPR, First Aid, and Medication Administration. They are supported through consultation from our Health Consultant, affiliated with a local pediatric office. If your child becomes ill, the camp health supervisor will call you and request that you pick up your child as soon as possible. Camp Whirlygig has a fever-free policy. We require that children be kept at home for 24 hours after their temperature has returned to normal. In the event of vomiting or the suspect of communicable disease, parents will also be contacted to pick up their child.

Treatment Documentation

When a camper is seen in the Health Office, the treatment or concern is noted in our Health Log, including any recommended follow-up, communication with the parent and the name of the Health Supervisor that provided treatment.

Emergency Health Care

If a serious emergency occurs, we will take a child by ambulance to the nearest medical facility. In the meantime, we will attempt to reach parents or an emergency contact person. Any child who has a serious allergic reaction and is administered an epinephrine injector will be transported to a medical facility immediately.

Administration of Medications

With the exception of epinephrine injectors and inhalers, campers' medications or pills of any kind will be stored only in a locked cabinet in the Health Office. In order to administer any medication, we must have written parental permission and medical authorization, granted through the online camp portal and printable form. Epinephrine injectors are considered medication and must be accompanied by a medical authorization form. Please fill out a medication form for any epinephrine injectors or other prescription medication that your child will bring to camp. These forms will be available on the camp webpage within the Wenham Museum website. By state law, we can only dispense medications out of the actual prescription container and only the Health Supervisors who are trained can administer medication. This medication must be in its original prescription container, in the child's name, and clearly designate exactly what and how much medication is being prescribed.



Prevention and Management of Communicable Disease

Families and staff should self-monitor for symptoms before they attend camp. We ask that if a camper or staff member has any of the following symptoms that they do not attend camp and contact the camp director. We follow state and local guidelines regarding COVID-19 and other communicable diseases.

- Fever of 100.4 degrees F or higher (children should be fever-free, and without medication for 24 hours before returning to camp)
- Diarrhea within 24 hours prior to the start of the camp day
- Nausea/Vomiting within 24 hours prior to the start of the camp day
- Sore Throat/[Cold Symptoms](#)/[Flu Symptoms](#)
- Significant headache, stomach ache, or chest pain.
- Obvious infections such as [Chicken Pox](#) (all lesions should be crusted over before returning to camp).
- Contagious skin diseases such as [Impetigo](#).
- Contagious illnesses such as [Strep Throat](#).
- Any illness where a child is unable to participate fully in camp activities.

In addition to self-monitoring the camp staff will:

- Hold activities outside whenever possible; indoor spaces will be well ventilated when possible.
- Encourage frequent handwashing and have access to hand sanitizer when away from a sink.
- Wipe down any surfaces before or after eating, when applicable.
- Clean bathrooms and indoor activity spaces before the start of each new camp day.
- Exercise standard precautions for the care of ill and wounded campers in the health office.
- Follow the guidance of the Wenham Board of Health for any reportable disease.



Plan for Infection Control and Monitoring

If a person is suspected to be contagious, they are isolated from the group.

- The person stays in isolation monitored in the Health Office until a parent or their designee can pick them up.

COVID-19 Specific Information

- Masks are optional at camp. People are supported in mask wearing if they choose to wear one.
- We highly encourage participants to be fully vaccinated including eligible boosters.
- Quarantine for asymptomatic exposed children, regardless of where the exposure occurred, is no longer required. Children who are identified as close contacts may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10. A test on Days 2 and 5 is recommended, but not required.
- Unvaccinated staff members or those who are eligible for a booster but have not yet received a booster and who have known close contact exposure to COVID-19 will be required to quarantine at home and test on Day 5. They may return to camp on Day 6, after five days of quarantine with no symptoms.



Compliance with the Board of Health

Camp Whirlygig complies with regulations of the Massachusetts Department of Public Health and is licensed by the Wenham Board of Health. By law, parents have the right to review background checks on employees, and to review our policies and procedures. Parents have the right to file a grievance against Camp Whirlygig with the Wenham Board of Health.

By state law, medical and emergency forms must be signed and completed before a child may attend a summer program. Children must have a physical performed within the last two years. Children may not participate in Camp Whirlygig if these forms are not on file. Unfortunately, children will be sent home if they arrive without completed forms. We cannot properly care for children during an emergency or any other time if we do not have full medical and emergency information. Refunds cannot be issued for non-attendance due to failure to submit these forms.

Parents have the right to review policies addressing staff and volunteer background checks, health care, discipline, and grievance procedures. Please contact the camp director for more information.

Financial Terms

- All registrations made before May 15th; final payment will be processed to the payment information on file on May 15th. All registrations processed on May 15th or later must be paid in full upon registration. If you have an installment plan set up with pending dates, these payments will be processed on the date designated.
- Tuition is refundable up to March 30th minus the non-refundable \$50 registration fee and a non-refundable deposit of \$20 for each week of camp in which a refund is requested. After March 30th deposits will be held in full.
- After May 15th, tuition is refundable only on a case-by-case basis in consideration of extreme extenuating circumstances such as death in the family/nuclear family member, or severe unexpected financial hardship, or if the camp is unable to operate. Refunds such as these are issued at the discretion of the camp. Such requests must be issued in writing. Please email margaurita.spear@wenhammuseum.org to initiate a refund request.