



# FAMILY HANDBOOK 2021

# TABLE OF CONTENTS

	Page #
Important Dates, Hours and Events	3
Arrival & Dismissal Details	4-5
What to Bring	6
Sun Protection	6
Lunch and Snack	7
Camper Schedules / Activities	7-8
Health & Safety	8-9
Medication Administration	8
COVID-19 Prevention & Response Plan	10-11

*Please note: Families also have the right to review camp policies and procedures regarding staff background checks, health screenings and care, discipline, and grievances upon request.*

## CONTACT US

<b>Main Phone Number:</b>	617-283-9812
<b>Absence Reporting:</b>	617-283-9812
<b>Fax Number:</b>	N/A
<b>Director:</b>	SHELLY MARS
<b>Assistant Director:</b>	RODRIGO MENDEZ
<b>Registrar:</b>	SHELLY MARS
<b>Nurse:</b>	Mrs. Keri Maguire keri_maguire@roxburylatin.org

# IMPORTANT DATES, HOURS AND EVENTS

## PROGRAM DATES & HOURS:

### Tennis Camp weekly dates:

- June 14-September 3
- 9-12
- 9-3
- Early drop at 8 am
- Extended Day until 4:30 pm

*Please view the following important Arrival and Dismissal Procedure Updates.*

# ARRIVAL

## **New -Arrival and Daily Camper & Staff COVID Attestations**

This summer, Families and Staff will be required to go to: [brooklinetennis.com/covid-19-screening/](http://brooklinetennis.com/covid-19-screening/)

*We ask all families to please keep their child(ren) home if they are sick and are not feeling well.*

Prior to 8:00am (Monday-Friday), families will need to log onto the app and submit a COVID-19 Assessment for their child(ren). If one or more symptoms are present, families and staff will need to contact our camp nurse for further assessment before being permitted to attend camp.

**Families are permitted to drop off anytime between 8:30-8:55am camp starts promptly at 9:00am.** Upon arrival, families will park at Rappaport Parking on campus, there are bathrooms located at the far end of Rappaport parking to wash hands, use bathroom facilities, put sunscreen on camper, assemble campers bag to include: extra sunscreen, lunch, snack, water bottles, tennis racquet, hat and any additional items that the parent deems necessary for their child. All campers will be cross checked by our staff that their morning attestation(s) has been submitted and approved. Families will then be directed to pull up to the drop-off areas on the opposite side from bathroom area at Rappaport parking to undergo any additional visual screenings by our staff. At drop off parents will place snack and lunch containers in cooler, thermometers will be in all coolers to make sure temperature is kept at a minimum of 41 degrees. Parents should pack all lunches and snacks in cold pack containers. At the direction of our camp nurse staff counselors will look for any noticeable symptoms. Please note, ongoing visual inspections will be conducted throughout the day and families will be notified if there are any concerns. Counselors will be eagerly greeting and escorting campers to their designated courts between 8:30-8:55am.

## **Arrival Notes for 2021**

- ❖ **Parking** - is located at Rappaport Parking lot off Quail Street.
- ❖ **Directions to Rappaport Parking** - Take St. Theresa Ave to the end (go past the main entrance to RL) and make right hand turn onto Quail Street, once on Quail Street, look for signs on left to Rappaport parking/tennis courts on your left, make left turn into Rappaport Parking, go to far end of lot to use bathroom facilities, apply sunscreen, and assemble campers bag for the day. You will then be greeted by a staff member to direct you to tennis court assignment and counselor.
- ❖ **Drop-Off** - Rain free days at Rappaport parking lot (#1 parking area shown on website) and rainy days at The Gordon Field House, entrance called Centre Street entrance, using the school house parking area #2 shown on map from website: [www.brooklinetennis.com](http://www.brooklinetennis.com).
- ❖ **Late Arrival** - If your child will be arriving late, please call Shelly Mars in advance at 617-283-9812. A staff member will come out to greet you and bring your camper to their assigned tennis court.

# DISMISSAL

## Dismissal

- Half Day 9-12
  - Full Day 9-3
  - Extended Day 4:30
- 
- ❖ **Parking** - is located at Rappaport Parking lot off Quail Street on rain free days. School House parking on rainy days.
  - ❖ **Directions to Rappaport Parking** - Take St. Theresa Ave to the end (go past the main entrance to RL) and make a right hand turn onto Quail Street, once on Quail Street, look for signs on the left to Rappaport parking/tennis courts on your left, make left turn into Rappaport Parking. A staff member will be waiting with campers for 12, 3, and 4:30 pm dismissal times at the Rappaport parking lot next to the path to the tennis courts.
  - ❖ **Early Dismissal** - If your child needs to be picked up early, please call Shelly Mars in advance, 617-283-9812. A staff member will inform your child(s) group, and a group staff member will help them prepare for dismissal and bring him or her to the car. Please wait inside your vehicle until the staff member arrives with your child.
  - ❖ Rain free days at Rappaport parking lot (#1 parking area shown on website) and rainy days at The Gordon Field House, entrance called Centre Street entrance, using the school house parking area #2 shown on map from website: [www.brooklinetennis.com](http://www.brooklinetennis.com).
  - ❖ **If your child is to go home with anyone other than an authorized person, written documentation is required. Release authorization forms can be found under camp forms.**  
[www.brooklinetennis.com/alt-pickup-form](http://www.brooklinetennis.com/alt-pickup-form)

# WHAT TO BRING

Please label all items with your child's full name!

- Campers should dress appropriately for the days weather and for tennis
- Sneakers
- Backpack or bag for keeping...
  - 2-3 Extra Masks
  - Light jacket
  - \*Packed Nut Free Lunch and two snacks (M-F) with cold packs.
  - Change of clothes if needed.
  - Small towel
  - Tennis Racquet
  - Sunscreen - 1st application should be applied before coming to camp
  - Hat
  - Water Bottle
- Use care when bringing in any personal items such as cell phones, toys, and/or collectibles such as trading cards.

\*Families will be notified in advance of any planned lunches or snacks provided by camp. Additionally, if interested, families may order in advance for lunch(es) to be prepared and delivered to camp from from schoolhousefare.com (More information will be provided in the June packet)

Although the camp is not responsible for any lost items, we will do our best to return labeled items and to keep track of "forgotten" items in our lost and found area. We will encourage our staff to check the lost and found area frequently.

## SUNSCREEN PROTECTION

We encourage families to help/remind their campers to arrive each morning with an initial application of sunscreen. Campers should also bring their own preferred sunscreen to be reapplied later in the day. Staff will remind and allow campers time to reapply sunscreen as needed. Please note that each group will have sunscreen (50+) available for campers and staff who have run out and/or who have forgotten to bring their own sunscreen.

### **Campers Age 4-6**

Counselors working with these age groups will help campers reapply sunscreen as long as the parent/guardian has indicated permission on the Campers registration Form for our staff to do so. Reapplication of sunscreen will take place after snack break (11:00am) and after lunch (1:00pm).

### **Campers Age 7+**

Campers in Grade 2 and up will be reminded to apply their own sunscreen following snack break (11:00 am) and after lunch (1:00pm).

# LUNCH, SNACK & BIRTHDAYS

**Nut Free Campus** - We aim to provide a safe and inclusive environment for all. Although we recognize there are students with a variety of allergies, peanut/nut allergies are most prevalent, and they are particularly severe; ingesting even a small amount can cause a life threatening reaction for some children, and avoiding the allergen is the only way to prevent the allergic (and potentially lethal) reaction. As a result, BTA will adopt the following "Nut Free" policy: We do not allow peanut or tree nut items anywhere on campus, tennis courts and lunch area. This means that all campers and staff will not be permitted to bring in any peanut or tree nut food items. We ask families to check labels on all pre-packaged foods like granola bars, as many of these products contain nuts. Your efforts are truly appreciated, and are essential to our success in safeguarding against a potentially serious and regrettable incident. We know it is easy to forget when you are not directly affected, so we will continue to provide helpful reminders.

**Lunches and Snacks** - All parents are required to pack snacks and lunches for their children in lunch boxes with cold packs. Snacks and lunches will be kept in coolers with thermometers to make sure the temperature is maintained at a minimum of 41 degrees.

If a camper arrives without a snack and lunch, Shelly Mars will tell parent at drop off that they need to return with a snack and lunch for their child. If for any reason the parent does not return, BTA will provide lunch and snack for camper. Extra water bottles will always be stored in the shed next to the tennis courts in case camper arrives without a water bottle.

**Cafeteria** - We hope to return to offering our campers lunch at RL's cafeteria for summer camp in 2022.

## CAMPER GROUPS, COHORTS, AND SPACING FOR CAMPERS OUTDOORS AND INDOORS

This summer we have made considerable efforts to increase spacing for each camper within the tennis courts. We have three banks of four tennis courts that are located in the woods at RL-lots of space and outdoors. If raining, camp will be held at the gordon field house with the size of three full size basketball courts. Each group or cohort will have approx. 16 campers with 1 lead teacher, and 2-3 assistant counselors. Staff members are always hired based on their experience working with children, past references, as well as a successful background check. Staff will provide a nurturing and supportive environment where campers enjoy building new skills (age appropriate), confidence, and making friendships.

Each week campers will be assigned to a group with a head counselor and one or two assistant counselors based on the number of campers in the group. This will be their group/cohort for the week-they will be assigned to the same bank of tennis courts and lunch area for the week. They will learn, play and eat together for the entire week.

# HEALTH & SAFETY

We have a registered nurse on campus and on duty during regular camp hours, and a hired Physician (Healthcare Consultant) on call. If your child has any medical concerns that would you like to share with the nurse, please send an initial email to [maya.greer@childrens.harvard.edu](mailto:maya.greer@childrens.harvard.edu) to schedule a follow up phone call and/or appointment.

## Health Forms

**Mandatory: Forms must be on file before a child can attend camp.**

- **Health History** to be submitted by a parent/guardian electronically.
- **Physical Exam/Immunizations** from physician. This form must include the most recent physical exam date (on or after 1/1/20) and immunizations.
- **For additional information regarding immunization schedule visit -**  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

## Emergency Contact Information

For the safety of the children, it is very important that the emergency contact information you provided is accurate. In the event that we are not able to reach a parent/guardian, we need to have alternate numbers of relatives, friends and/or neighbors. Please review the information entered into your registration and notify us in writing if there are any changes.

## Health Policies and Communication

In the event a camper is feeling ill, has suffered an injury or needs to seek additional medical evaluation, our camp nurse will notify families via phone. Examples may include; a bump to the head, infectious disease, Cold or COVID-19 symptoms, headache, bathroom accident. Additionally, families will be notified if a camper doesn't have lunch. An alternate (nut free) lunch will be provided if the family is unable to provide one.

## Infectious Diseases

Children who show signs of infectious disease and/or parasites must be kept home until the risk of contagion has passed. This specifically means that the child should be without fever for 24 hours and if antibiotics have been prescribed, on the medication for 24 hours before returning to camp. Any occurrence of parasites must be reported to the camp so that control measures can be taken. Children with parasites may not attend camp.

## Medication Administration

- Submit an **Authorization To Administer Medication Form** via website when registering (under medical forms, waiver and health history for summer camp)
- Bring medication in the **ORIGINAL PRESCRIPTION CONTAINER** and give directly to the camp nurse or camp director, Shelly Mars (please do not give medication to counselors or any staff other than the camp nurse).
- **IMPORTANT:** Campers are not allowed to carry and administer their own medication.



clo

### **Toilet Training Policy**

Campers must be toilet trained before starting camp; wearing pull-ups is not permitted. During this developmental stage, we aim to work collaboratively with families, and to provide assistance. Bathroom breaks and routines are established. Campers having multiple accidents in a single week may be asked to delay camp participation; refunds and/or credits will be furnished.

### **Camper Dismissal**

The Brookline Tennis Academy staff reserves the right to withdraw any camper when, in the director's judgment, the camper's or family's behavior interferes with the rights and/or safety of others or themselves, the smooth functioning of the program, or violates any of the camp policies outlined in this handbook.

# COVID-19 PREVENTION & RESPONSE PLANS

## COVID-19 PREVENTION PLAN

To ensure the safety of our community during a pandemic The Summer Camp will follow all CDC, State, and Local Board of Health guidelines. For the 2021 summer camp season the following highlighted modifications will be in place.

- 
- **Campers and Staff Screening** - Daily Online Attestations (to be completed by 8:00am) - <http://brooklinetennis.com/covid-19-screening/>. Health check responses are recorded and maintained on file. A YES to any of the above questions may result in the staff or camper seeking additional evaluation/testing and the inability to attend camp until it is determined safe to do so. In addition, through-out the day, campers and staff will continue to be monitored for symptoms of illness.
  - **Camper Groups** - Small, non mixing, cohorts. Campers and staff will be placed in small cohorts of 10 campers with head counselor and assistant counselor if needed based on age of campers. 10:1 for campers seven years plus and 5:1 campers six years and under.
  - **Disinfecting of physical spaces and equipment:** Designated staff will be responsible for regularly cleaning through-out the day of high contact surface areas. All campers will be required to bring their own equipment and no demo racquets will be allowed and no shared equipment allowed.
  - **Outdoors** - All tennis activity will take place outdoors unless raining.
  - **Face masks** - Campers and staff should bring one mask per day, Masks will be worn upon arrival and departure to camp, unless CDC advises otherwise. Masks will still be encouraged for campers under the age of 12 if desired, we will maintain proper social distancing outdoors to minimize risk. We are supportive of campers and staff who choose to wear masks. Extra gloves and masks will be available in each cohort, with the nurse and the both first aid kits.
  - **Indoors** - We will only be indoors when raining and will be at the gordon field house, the size of three full size basketball courts. All campers and staff will be required to wear masks while indoors until further notice.  
Staff will open all windows , keep air conditioning on and run all filtration systems.
  - **Handwashing** - Campers and staff will be encouraged to wash and/or use hand sanitizer frequently throughout the day. Reminder signs will be posted around campus.
  - **Staff Training** - Staff will be oriented on how to support and maintain proper procedures for hand hygiene, maintaining physical distancing, recognizing symptoms of illness, proper use of sanitizers and disinfectants.
  - **Signs** - Signs will be posted to encourage one way traffic, social distancing, and frequent hand washing.

## COVID-19 RESPONSE PLAN

### **Identifying and Evaluating an individual (camper and/or staff person) who show signs of COVID-19 symptoms**

- In the event an individual feels ill or shows symptoms of illness they will be brought to the Camp Nurse for further evaluation; a designated isolation room will be made available if needed.
- The Nurse will contact the symptomatic individual's parents or emergency contact to arrange for pick up. Siblings of a symptomatic person may also need further evaluation.
- In the event any person has been confirmed with COVID-19, the individual may not return to camp without a negative test, be symptom free, and receive a medical clearance from their physician. Additionally, others identified as a close contact, will be notified of possible exposure and advised on [quarantine](#) timelines and returning requirements.
- Individuals who have been identified as a close contact to COVID-19, outside of camp or in their household, will also be required to follow current state guidelines and to self quarantine.
- The Local Health Department will be notified of any confirmed COVID-19 cases at camp. The camp will follow all CDC steps with regards to classroom closures and disinfecting procedures.
- Information, as needed, will be communicated to parents. No personal information will be shared.
- The camp has support staff available to cover for a staff member needing to be out and/or to quarantine.

**Please direct any COVID concerns to**

**Shelly Mars, Camp Director**

**617-283-9812**

**[shelly@brooklinetennis.com](mailto:shelly@brooklinetennis.com)**