

**MARTHA'S
VINEYARD**

BOYS & GIRLS CLUB



2021 HANDBOOK

**THIS CAMP MUST COMPLY WITH REGULATIONS OF THE
MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH AND BE LICENSED BY
THE LOCAL BOARD OF HEALTH.**

Table of Contents

Welcome!	3
Contact Information	4
Registration Checklist	4
People to Know	5
Boys and Girls Clubs of America	7
Staff Expectations	8
Parent Expectations	9
Camper Expectations	10
Health and Safety /COVID-19 Precautions	11
Summer Schedule	15
A Camp Day	16
Daily Packing List	17
Policies to Review & Authorize during Registration	18

Welcome!

The mission of the Martha's Vineyard Boys & Girls Club is to provide quality programs, education, and services to the Island-wide youth population that will prepare them for healthy and productive lives through professionally developed programs that help to develop self-esteem, leadership skills, personal values, and mutual respect, in fun and safe environments.

Thank you for choosing Camp MV, the Martha's Vineyard Boys & Girls Club's summer camp! This summer will be full of adventures and opportunities for campers to begin and develop lifelong relationships, further their health and life skills, learn to work as a team, support their friends, grow self-confidence, and have fun along the way! Campers will explore their local surroundings, experience a variety of art, play sports, and interact with each other safely.

This handbook is designed to inform new staff, club members, volunteers and parents/guardians of Camp MV's policies and procedures. It contains rules by which Camp MV operates and helpful hints that will make everyone's experience more enjoyable.

Each staff, club member, volunteer and parent/guardian must review this Handbook as a condition of participating in Camp MV.

Contact Information

Website	www.mvbgclub.org
Facebook	https://www.facebook.com/mvbgclub/
Instagram	@MVBGClub
Phone	508-627-3303
Fax	508-627-3372
Physical Address	44 Robinson Road, Edgartown, MA 02539
Mailing Address	P.O. Box 654, Edgartown, MA 02539

Martha's Vineyard Boys & Girls Club
Tax ID Number: 04-2104167

Are you finished registering for Camp MV?

Make sure you are aware of every step required to register for camp.

- Register online [here](#). Have this handbook open so you can review policies found here while you agree to them online.
- Download and fill out Authorization to Administer Medication to Camper if your child requires medication during the camp day.
- Ask your child's doctor to send the most recent copy of your child's immunization and physical examination records to the Martha's Vineyard Boys & Girls Club.

People to Know Year-Round Staff



Chris Roberts, Interim Executive Director
Club@mvgclub.org



Stacey Smith, Unit Director
Stacey@mvgclub.org



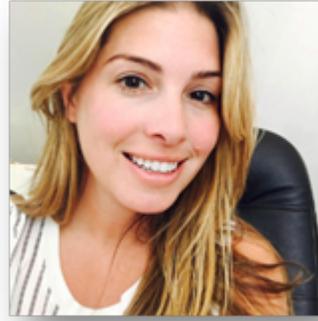
**Danielle Zukowski, Assistant Program
Director/Membership Coordinator**
Danielle@mvgclub.org



Meghan Burke, Office Manager
meghan@mvgclub.org



Maria Moreira, Youth Development Professional



Sara Dario, Development Coordinator
Club@mvgclub.org



Mary Seveland, Youth Development Professional, Art & Garden

The Boys & Girls Clubs of America

The Martha's Vineyard Boys & Girls Club is a chartered member of Boys & Girls Clubs of America. Each local Boys & Girls Club is independently governed and funded, following guidelines and operation standards set by the national organization. Collaboratively, Boys & Girls Clubs serve over 4 million youth in over 4 thousand locations across the country and on US military bases worldwide.

Unique Characteristics of a Boys and Girls Club

- Clubs are community-based and building-centered.
- Clubs provide a safe, affordable place for young people during after school hours and during the summer.
- Clubs are led by caring, paid, and trained Youth Development Professionals.

At the Martha's Vineyard Boys & Girls Club, we provide our members with a safe place to spend time during the summer as an alternative being home alone. Our campers have the chance to play, have fun, laugh and learn. We provide them with opportunities to build new skills that strengthen each child's belief that he or she can succeed and receive recognition for personal accomplishments. We foster ongoing relationships with caring adults & connections to new friends in a positive environment reinforcing a sense of belonging, personal accountability, civility and civic responsibility. We strive to bring generation-changing programs that support a commitment to learning, positive values, healthy habits & high expectations for success as an adult.

Established in 1937 as the Edgartown Boys Club, today, the Martha's Vineyard Boys & Girls Club serves nearly 3,000 young people through membership and community outreach throughout the island. We provide a safe, affordable place for youth during non-school hours and the summer.

Expectations of Staff

- Staff and volunteers have all passed background checks.
- Staff are trained in camp policies and procedures, emergency plans, health care policies, concussion awareness, discipline policies, prevention of abuse and neglect.
- Camp staff will maintain medical logs of all camper and staff complaints and treatments, under direction of a licensed physician.
- Staff will not have tobacco products, alcohol, marijuana or weapons on club property at any time.
- Staff will release campers only to their parent or legal guardian at pick-up time from Martha's Vineyard Boys & Girls Club location, per Massachusetts state law.
- Staff will provide a safe and inclusive environment at camp and a fun, interesting program of activities that promote community and self-development.
- Staff are certified in CPR and first aid.
- Staff consists of certified oceanfront lifeguards.
- Staff, interns and junior counselors work together within their respective scopes of training.
- All staff will wear a mask both inside and outside during camp hours.

Expectation of Parents and Guardians

- Parents/guardians will familiarize themselves with information in this handbook, club staff, club policies and routines.
- Parents/guardians will be familiar with registration requirements, and submit all paperwork, deposits and fees on time.
- Parents/guardians will check for camp schedule updates regularly in order to prepare your camper for activities.
- Parents/guardians will not enter the club building until COVID-19 regulations allow. If they do, parents/guardians will be wearing a mask, and will only enter the club past the lobby after passing required Martha's Vineyard Boys & Girls Club-specific background checks. (Background Check Form included in registration form packet)
- Parents/guardians will wear a mask during drop-off and pick-up, even outside.
- Parents/guardians will communicate with club staff regarding any change of plans for drop-off and pick-up, or changes in attendance.
- If asked to come pick up your child due to a disciplinary issue, parents/guardians will arrive within 30 minutes.
- Parents/guardians will empower campers to pack everything they need for camp each day.
- Parents/guardians will never have tobacco products, alcohol, marijuana or weapons on club property at any time.
- Parents/guardians will help keep the club a safe, NUT-FREE space.
- Parents/guardians will have the right to review staff background checks, health care, discipline policies and grievance procedures upon request.

Expectations of Campers

- Campers will respect themselves, fellow club members, staff, volunteers, the facility and their island environment.
- Campers will accept consequences for fighting, profanity, bullying, and failure to meet any other expectations set at the beginning of each camp week, including:
 - Verbal warning
 - Time-out, written discipline notice
 - Meeting with parent, written discipline notice
 - Suspension without refund
 - Expulsion without refund
- Campers will check in and out of the club using their membership number.
- Campers will never have tobacco products, alcohol, marijuana or weapons on club property at any time.
- Campers will help keep the club a safe nut-free space.
- Campers will stay with their assigned pod at all times.
- Campers will keep their speed and volume low while indoors.
- Campers will wear a mask both inside and outside during camp hours.

Health and Safety

Safety, health and wellbeing are top priorities at camp, especially during the COVID-19 pandemic. Expectations, routines, schedules and preparation are always used to prevent COVID-19 transmission and all health and safety issues and Camp MV has plans in place to handle any health and safety emergency that could occur. Questions should be directed to Martha's Vineyard Boys & Girls Club administrative staff. Camp policies in their entirety are available to all parents and guardians to review upon request.

COVID-19 Screening and Reporting

Screening of Club Members and Staff

- Before entering the building upon drop-off, club members will stop at an outdoor screening point. Designated screening staff will ask member and parent/guardian questions about symptoms, and measure members' temperature. Member will be prohibited from attending the club if exhibiting any symptoms.
- Designated screening staff will also collect completed Health Attestation Form (hard copy or digital) from parent/guardian before member enters the club. Health Attestation Form will confirm club member is without any symptoms, and that there were no known exposure to COVID-19.
- Symptoms to screen for: fever of 100 or higher, cough, sore throat, difficulty breathing, gastrointestinal distress, new loss of taste or smell, new muscle aches, fatigue, headache, runny nose etc.

Monitoring of Club Members and Staff

- Club members will be monitored for above symptoms throughout their time at the club. Non-contact thermometers are available to check temperature if member is suspected of having a fever.
- In the event that a member becomes symptomatic while at the club, the member will be immediately isolated in the tent in front of the building.
- Club member's parent/guardian or emergency contact will be contacted for immediate pick-up.
- In the event that a staff member becomes symptomatic while at the club, they will stop all child-care duties and isolate immediately until they can go home as soon as possible.
- If any symptoms in staff or club members become severe, 911 will be called and dispatch will be notified that COVID-19 symptoms are present.

Reporting Confirmed Cases

- If the club is informed of a staff or club member who tests positive for COVID-19, or shares a home with someone who tests positive, the following steps will be taken:

- The case will be reported to the Department of Public Health.
- The club will connect with an epidemiologist to discuss next steps.
- The club will implement its plan to communicate with families about the positive case while maintaining privacy of infected individuals.
- The club will submit an incident report.

Returning to the Club

- Close contacts and infected individuals may only return to work or programming at the club when released by a public health authority.

Transmission Prevention of COVID-19 (and other transmissible illnesses)

Program Design Strategies

- Members will participate in all programming within pods, which will remain composed of the same students and staff.
- Each pod will have designated indoor and outdoor space, which will not be shared with other pods.
- Size of designated spaces will correspond with size of pod.
- Members and staff will remain physically distanced and will wear masks whenever possible, both indoors and outdoors.
- Thorough cleaning and sanitization of spaces and surfaces will occur throughout the day and in the evening.

Hand-washing

Hand-washing procedures are posted in restrooms and at all hand-washing stations. If hand-washing is not available, hand sanitizer will be. Hand sanitizer use will be authorized by club members' parents/guardians (see last page of handbook).

Staff will ensure that campers wash their hands thoroughly with liquid soap and warm running water:

- Before eating meals and snacks
- After using the restroom
- After contact with bodily fluids
- After contact with animals

Only single use paper towels and an electric hand dryer are available for drying hands after washing.

Communication and Immunization

Parents/guardians and staff should notify the Club if themselves or a camper may have exposed others to communicable diseases BESIDES COVID-19 such as measles, rubella, chicken pox, tuberculosis, meningitis or hepatitis A.

Upon camp registration, camper and staff immunization records must be on file. All immunizations must be up to date according to current Massachusetts School Immunization Requirements.

2020-2021 Massachusetts School Immunization Requirements can be found here:

<https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements->

Protection from Sun and Tick-borne Disease

Sunscreen will only be applied or provided to campers with parent/guardians' authorization which should be submitted upon registration (see end of handbook). If so, sunscreen with SPF of at least 15 will be applied to campers' exposed skin, or will be provided for self-application, before spending time outdoors.

Staff will provide campers with instruction on how to perform their own tick-checks after spending time outdoors, and parents/guardians will be encouraged to perform higher-quality tick checks when campers return home.

Allergy Awareness

Martha's Vineyard Boys & Girls Club is a nut-free facility.

Mild Injury or Illness

For all non-emergency injury or illness that occur at camp, which do not include COVID-19 symptoms, standing medical orders exist which are signed by the camp physician. Staff are trained in CPR and First Aid, and will attend to mild bleeding, burns, bites, stings, sprains, strains, stomachache in the First Aid Room. There, ill or injured campers can relax and recover away from others, with access to all first aid supplies listed in American National Standards Institute Z308.1-2015. If necessary, parent/guardian or emergency contact will be contacted to pick up ill or injured campers. All incidents and treatments will be recorded in a log. The medical log will always be available to the Health Care Supervisor and to the Board of Health upon request.

Administration of Medications

If a camper needs to take prescribed or over-the-counter medication regularly during camp hours, the parent/guardian must fill out Authorization to Administer Medication Form upon registration and check in with Martha's Vineyard Boys & Girls Club administrative staff.

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication,

directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container.

All over-the-counter medications for campers will be kept in the original containers containing the original label, which will include the directions for use.

Medication will only be administered by a Health Care Supervisor or by a licensed health care professional authorized to administer prescription medications. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

When no longer needed, medications shall be returned to a parent or guardian whenever possible. Staff will make three attempts to contact a parent or guardian to return unneeded medication before properly disposing of them.

Emergency Healthcare

If there is emergency and a camper needs treatment at the hospital, a parent, guardian or emergency contact will be called after 911 is called and camper is stabilized. Every staff member is trained in CPR and first aid, and some are trained in the treatment of diabetic emergencies and anaphylaxis (use of epi-pen). Plans for emergency healthcare procurement are in place for off-island field trips as well.

What's Going on this Summer?!

	Dates	Theme
Week 1	June 28-July 2	Fourth of July
Week 2	July 5-9	Forest Exploration
Week 3	July 12-16	Islands and Ponds
Week 4	July 19-23	Why Water?
Week 5	July 26-30	Olympics
Week 6	August 2-6	Shark Week
Week 7	August 9-13	Sky Watchers
Week 8	August 16-20	Farm Fun

Swimming

Campers *may* go to the beach this summer to swim and play in the sand! We only go to beaches where the water is tested regularly for safety, and where there are lifeguards on duty. Additionally, some Martha's Vineyard Boys & Girls Club staff are certified lifeguards, and there is always at least one lifeguard on duty per 25 swimmers, along with additional staff members per every 10 campers.

At the beginning of the summer or the beginning of campers' first camp session, they will be classified based on their swimming ability. Non-swimmers will be provided with a life jacket to wear whenever they are in water, and swimmers with some swimming ability will need to wear a life jacket if they're in water of certain depths.

Field Trips

Campers may have the opportunity to go on some local excursions this summer. Before these trips, the planned itinerary will be available to parents/guardians, which will include emergency plans for off-island field trips. First aid kits and healthcare information, and contingency plans will be accessible to staff every time they leave the club.

A Camp Day

Drop-Off

Drop off is from 8 am to 9 am. Campers who arrive before 8 am will be unsupervised, and therefore cannot be on Martha's Vineyard Boys & Girls Club property. Campers who arrive after 9 am cannot be accepted into the building for camp that day, unless plans are made in advance.

Parents/guardians of enrolled campers who do not arrive for camp by 9 am will receive a phone call. Parents/guardians are asked to call the office if their camper is not planning to attend camp due to illness or change of plans. Refunds are not possible for unplanned missed days of camp after registering. Campers who do not arrive at camp will not be checked in and will not be on the emergency list for that day.

Morning

The day will start with some pod activity choices while waiting for everyone to arrive. At 9 am the fun really gets started with a pod check-in and some outdoor or indoor movement activity. The day's schedule for each group is established, and the morning will include a longer activity block for an art project, science experiment, sports tournament or local excursion!

Lunch

Please make sure that all food allergies and dietary restrictions are communicated during camp registration. If campers are not interested in the lunch on the menu, please send a NUT-FREE lunch with them that does not require heating or preparation, and that is not perishable.

Some free outdoor time and quiet time will follow lunch.

Afternoon

Another longer activity block for art, science, sports or exploring will happen in the afternoon. Clean up and reflection will happen before pick-up.

Pick-up

Pick up is from 4 pm to 5 pm. Parents/guardians must check campers out in person in front of the Club and should have photo ID on them to confirm their presence on the authorized pick up list. Parents/guardians are not allowed indoors during pick up and drop off times, and must be wearing a mask.

Bring to Camp Everyday

If you need assistance acquiring any of these items, email Office@mvgclub.org or call 508-627-3303.

Bring a **backpack** every day filled with:

- Reusable Waterbottle- drinking cups are NOT available and hydration is very important
- Extra masks
- Lunch- if camper is not interested in provided lunch
- Sunscreen- apply sunscreen before camp and reapply throughout the day! Sunscreen is only provided at camp if necessary.
- Bathing suit
- Towel
- Hat
- Change of clothes- including undergarments
- Sneakers- Campers will only be allowed to play in the gym or outdoor sports while wearing sneakers, but sandals are allowed for some activities.

Please take note that valuables, trading cards, money, beach toys, and weapons are NOT on this list. Please also remember that any foods containing NUTS are NOT allowed at camp.

Policies to Authorize during Registration

When you register your child for camp online, you will be asked to agree to or authorize the following policies. Please review them here before you finish registering online.

Hand Sanitizer Policy

When authorized by parents/guardians, hand sanitizer will be used when hand washing is unavailable at the club.

A dime-sized amount of various commercially available, FDA- approved hand sanitizer, containing at least 60% alcohol, will be used topically on hands only. Hand sanitizer will be always be stored in places inaccessible to club members and will only be used when supervised by staff.

This policy will be provided to parents/guardians upon online registration for club programming so they will be able to authorize use for their club member. Please note in online registration form if your child has an allergy or medical condition that require special use of hand sanitizer.

Sunscreen Policy

According to the Food and Drug Administration (FDA), sun exposure can cause sunburn, skin aging, eye damage and skin cancer.

Therefore, staff at Martha's Vineyard Boys & Girls Club will apply a sunscreen product of SPF-15 to campers, when they will be playing outside, especially during the months of June through August and between the daily times of 8:00 AM – 5:00 PM, with permission from parents/guardians.

Sunscreen may be applied to exposed skin, including but not limited to the face, tops of the ears, nose and bare shoulders, arms, and legs. Sunscreen labels are available to parents/guardians to check.

This policy will be provided to parents/guardians upon online registration for club programming so they will be able to authorize use for their club member. Please note in online registration form if your child has an allergy or medical condition that requires special use of sunscreen.

Personal Electronic Device Policy

1. In order to for club members to use personal electronic devices and Martha's Vineyard Boys & Girls Club Wifi network, members and their parents/guardians must agree to this policy, which can be viewed in its entirety on request. This is considered a legally binding agreement.
2. Members will take full responsibility for their devices. As directed by staff, members will keep their devices with them, or devices will be put away in their personal belongings. Members may not lend their devices to any other Club member or staff. The Club is not responsible for the security of the devices or loss/damage/theft of a personally owned device.
3. Members are responsible for the proper care of their personal devices, including any costs of repair, replacement or any modifications needed to use them at the Club.
4. Members should only use their devices to access services, networks or files relevant to Club-sanctioned programs. Members should only use the features of their devices, including, but not limited to, taking or transmitting pictures, videos, location information or other features in accordance with programs.
5. Members may not use their devices to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. Members must use the Club's secured wireless network. Use of cellular (e.g., 3G, 4G) wireless connections is not allowed.
7. The Club reserves the right to inspect a member's personal device. Parents/Guardians will be notified and allowed to be present before any such inspection takes place. Parents/Guardians are free to refuse to allow Club staff to inspect a device; however, that member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion.

8. Members must comply with staff requests to shut down or turn off devices when asked. Failure to do so may result in the member being banned from bringing personal devices in the future.

9. Violations of any Club policies, administrative procedures or Club rules involving a member's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.

Assumption of the Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Martha's Vineyard Boys & Girls Club ("Club") has put in place preventative measures to reduce the spread of COVID-19; however, the Club **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending the Club could increase** your risk and your child(ren)'s risk of contracting COVID-19.

By agreeing to this waiver, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Immunization and Physical Examination

Choose one from these three choices in the online registration form:

- My camper's immunization and physical examination records will be sent to the Martha's Vineyard Boys & Girls Club
- I will submit a signed statement stating that my camper is in good health and that I have religious objections to immunization and/or physical examination, and I understand that if one or more cases of a vaccine-preventable or communicable disease are present, my unvaccinated camper will not be able to attend camp.
- I will submit a signed certification from campers' physician stating that immunizations are medically contraindicated for this camper, and I understand that if one or more cases of a vaccine-preventable or communicable disease are present, my unvaccinated camper will not be able to attend camp.