

# **Parts and Crafts**

**Parent Handbook**

**Policies and Procedures**

**Summer 2018**

# Welcome to Parts and Crafts!

We are excited to welcome you to summer camp! Maybe you've been coming to camp for a million years; maybe this is your first summer! Either way, we're psyched to have you and your kids!

**Dates and times:** Camp runs five days a week, Monday through Friday from 9-3 pm. Our programs are geared towards kids ages 7-13. Sessions are two weeks. Full price is \$650/session, with sliding scale and scholarship slots available.

**Location and parking:** We are based at 577 Somerville Ave, with a secondary space at 13 Garden Court (Keshet Center for Jewish Culture). Parking is available across the street at Bleachery Court @ Keshet.

**Pickup and drop-off:** Workshops run concurrently in both spaces with pick-up and drop-off split by age. Kids 9 and under should be dropped off at Keshet. Kids 10 and older should be dropped off at Parts and Crafts (siblings can choose either one)

**Extended day care:** Early and late care are available from 8:00 – 5:30 every day. The cost for early care is \$50/session, or \$5/day. The cost for late care is \$100/session, or \$10/day (waived for sliding scale) You can sign up in advance or day-of.

*For extended day pickup and drop-off are at 577 Somerville Ave*

## **Main address:**

Parts and Crafts  
577 Somerville Ave  
Somerville MA 02143

## **Email / web / phone:**

contact@partsandcrafts.org  
[www.partsandcrafts.org](http://www.partsandcrafts.org)  
Office: 617-207-8016

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# How it works

Each day is structured into two large blocks, a morning and an afternoon section, with lunch happening in the middle at around 11:30 each day. We have full camp meetings at 9:30 and 12:30, respectively. Here's a rough breakdown of what a day looks like.

## Morning and afternoon workshops

We offer a range of workshops and activities in each block-- computer programming, bookmaking, board game design, 3D printing, intro woodworking, and so on and so forth! Kids are free to choose workshops that seem interesting; they're also free to opt out and work on their own stuff.

## One-on-one guidance

At any point in time about a third of our staff are free to help with one-on-one projects. These are often shop projects where the goal is to figure out how to design or build something. It could also be playing a game, resolving a conflict, or just keeping company until kids feel comfortable in the space.

## Free play and open time

Kids need time to play – on their own and with each other! We have comic books, board games, and a big park across the street where kids can organize boffer sword battles and games of capture the flag. We like and encourage all these things!

# Information for Parents

**Parent visits.** Parents are always welcome to visit the space to check it out and see how things are working. If you're new to the space, just find an adult to help orient you. The best times to visit are 9:30 and 12:30, when we have morning and afternoon meetings, but you're welcome to stop by anytime.

**Kid / staff ratios.** There is a 7:1 kid / staff ratio which varies based on activity. If we have a group at the park, for instance, the ratio might be 10:1, for shop work it's typically 2:1 or 1:1. We try to make sure we have staff who are unscheduled at all times whose job is simply to supervise the space, keep an eye on things, and intervene as necessary.

## **What to bring.**

Packed lunch-- Your child should come in the morning with a packed lunch and any snacks that he or she will want during the day. We do have kids with food allergies, so if folks can avoid packing peanuts or tree nuts we'd be grateful.

Change of clothes -- We do a bunch of activities that frequently involves getting messy! Please send your kids in clothes they can get messy and wet, with a change of clothes if necessary.

Water bottle -- Please help us keep kids hydrated by sending kids to camp with refillable bottles!

**Computer use policy.** There are a "no passive consumption of media" policy during the camp day, which roughly means no video games or youtube watching between 9 and 3. Games are allowed with restrictions during early and late care (no graphic violence, no sex, and no online multiplayer games)

# Things you should know

## **Parts and Crafts is a workshop program.**

Your kids are very likely to learn how to use tools in our space! Commonly used tools include: wirestrippers, soldering irons, glue guns, screwdrivers, power drills, and hand saws. We have a shop full of wood tools which we use every day, and the space is typically filled with kids taking things apart, soldering, screwing wood together, and using the shop to have things drilled or cut.

## **Workshops are choice-based and opt-in.**

Many kids wind up spending their week building / designing / tinkering / programming / making cool stuff out of stuff / and so forth. Others will spend the week hanging out with each other and playing! (where 'playing' includes anything from building boffer swords and marshmallow launchers to hanging out and sketching and reading comics with their friends).

# Theory and Practice

Parts and Crafts is an open and open-minded community. This means, first of all, that everyone who wants to be involved in our community should be, and, second, that everyone who is involved is treated fairly and respectfully. The first means, quite simply, that no one will be turned away for lack of ability to pay. We're committed to finding a way for anyone who wants to come to our programs to do so, and we work with parents who can't afford our tuition to find a way to make something work.

The second entails a couple of things — it means taking kids and their interests seriously. It means only using the authority that we naturally have as interesting, friendly people who do, by and large, happen to know more than they do. It means talking to them before punishing them and trying to help them mediate their own conflicts before imposing our own resolutions. It means that everyone who is with us should have a say in what the community is and how it's run, and that we don't make anyone be a part of an activity they don't want to be a part of.

## **Supervision, not Surveillance**

All of us at Parts and Crafts had different experiences of childhood, of course, but all of us have fond and important memories of being allowed to explore the world around us, on our own time, at our own pace, and to deal with our own consequences for success or failure. As educators, we have a responsibility to pay attention to the kids we're with, to offer help and advice when we have it, and to step in, interfere, and talk things through when we foresee catastrophic consequences.

At the same time, we have an obligation to stay out of the way and let kids experience their own successes and failures when we're not wanted, if (and only if) the consequences of failure are going to be merely unfortunate. We're not around to prevent kids from making mistakes; we're around to mediate the consequences of these mistakes and to make sure that everyone stays as happy, healthy, relaxed, and creative as possible.

Making these sorts of nuanced supervisory judgments actually requires a lot more attention than traditional surveillance methods, which is partly why we keep a much higher adult::child ratio than most traditional child-care programs.

## **Void Your Warranties**

We believe that building, playing, and experimenting are the best ways to learn, but, beyond that, we believe that they are also the best ways to live. If you have an active body and a curious mind than you can go into any situation, look at any object, with the mindset of “what can I do with this? How can I make this better, more fun, more just, wackier, more like how I think it should be?”

Given a day or two, the right tools, and a willingness to repeatedly fail, anyone who can read can build an mp3 player, write decent blogging software, or start a small business. It’s all too easy to let the specter of dire consequences, of breaking things, or otherwise messing up in some irrevocable way prevent us from exploring our world.

There are warranties in life, sources of useful but limiting security, and, just like you’ll never really know how your mp3 player works until you pop it open, install Linux on it, and write some custom code to interface it with your hacked Tivo, you’ll never really know what you can do until you try to do something that you’re pretty sure you can’t.

# Summer 2018 Calendar

## **Girls Invention Week**

June 25-29 (1 week), 9-3 pm

A week of building and taking apart, experimenting and playing! We'll have our electronics workbench, craft table, hot glue, cardboard, computer lab, and lots of great activities! This session is open just for girls, as a safe space and a warm introduction to what we're about!

## **Music and Mechanisms**

July 2-13 (2 weeks), 9-3 pm

A week to make motion and movement and music of all kinds – acoustic and electronic, simple and complex, tuneful and noisy. We'll also build machines, play games, program computers, build circuits, hang out and have a blast! **No camp on the 4th of July.**

## **Science and Spectacle**

July 16-27 (2 weeks), 9-3 pm

Come explore the hidden science behind everyday and not-so-everyday phenomenon – cool demonstrations of physics, light, and movement. We'll make kinetic sculptures, sound waves, gels, goo's and more!

## **Imaginary Worlds**

July 30-August 10 (2 weeks), 9-3 pm

Sometimes creativity is designing a clever linkage or solution to a programming problem, and sometimes it's inventing a magic spell or a fascinating creature. We'll design alien worlds and alien life and make movies about them, play games and tell stories.

## **Life: Natural and Artificial**

August 13-24 (2 weeks), 9-3 pm

Robots and wildlife! We'll make autonomous robots and program computers to simulate living things and then we'll go outside, explore the urban

ecosystem, garden, hike around Somerville and explore the world around us.

## **Scholarships and Sliding Scale**

We want Parts and Crafts to be a welcoming place! Everything we do is offered on a sliding scale, and we want to make it possible for anyone, no matter what their circumstances, to be part of Parts and Crafts if they decide that they'd like to.

### **How to Apply**

Sliding-scale rates and free slots will be limited to a maximum of 2 weeks of summer camp 2018. To apply, please complete the form linked below.

**<http://bit.ly/partsandcrafts2017>**

We will email you in response with specific coupon codes that will allow you to register at a reduced rate (or free) deepening on our resources available.

**Estimated Costs:** Depending on family size and total family income, we will match your family with either a free slot or a sliding-scale slot at 40%, 60%, or 80% of full cost. Full cost this summer is \$650 for one session (2 weeks) \$375 if you'd like to sign up for only a single week.

**Why are we having folks apply this year?** Last summer we gave away over \$50,000 in free and reduced slots. To remain fiscally stable and provide for as many families as possible, we need to better control and monitor

our discounted rates so we can stay within budget.

## **Camp Directors**

**Will Macfarlane** [will@partsandcrafts.org](mailto:will@partsandcrafts.org). Will founded Parts and Crafts in 2009 after dropping out of college and working in alternative education, ice cream, architecture, and software design. Since then he's had the pleasure of watching an idea grow into a community and the joy of seeing a number of amazing kids grow up with it.

**Katie Gradowski** [katie@partsandcrafts.org](mailto:katie@partsandcrafts.org). Katie was a critical theory nerd before she decided to make the leap from books to people. She stumbled happily into the world of alternative education, where she's been tinkering with electronics and hanging out with 8-year-olds ever since.

**Kelly Taylor** [kelly@partsandcrafts.org](mailto:kelly@partsandcrafts.org) Librarian by day, rock photographer by night, bookbinder, radical educator & goggle enthusiast, Kelly joins P&C from the wilds of southwest NH. She's been involved in alternative forms of education in one way or another for most of her life, but formally so since 2002, since which time she's worked w/ middle school boys w/ behavior problems, freeschooling, unschooling & generally making a ruckus about education for kids who would be unsatisfied by the mainstream school system. Her favorite hobbies include reading YA novels about kids with super-powers, making tiny books, photographing musicians & rusty metal bits, and using her

powers for awesome.

**Dina Gjertsen** [dina@partsandcrafts.org](mailto:dina@partsandcrafts.org) Before joining Parts and Crafts Dina built props & scenery and designed lights as a professional theater technician, supervised the maintenance of hands-on exhibits at a science museum and designed Flash games. She supervises the afterschool program and coordinates most of the weekend and outreach events. She also runs the [Somerville Tool Library](#). She loves making anything miniature (especially miniature food!), fixing things and hanging out with her 8 year old son.

**Bissrat Melakeberhan** [bissrat@partsandcrafts.org](mailto:bissrat@partsandcrafts.org) Bissrat is a bio engineer turned educator who is passionate about increasing accessibility to the maker movement. She grew up in California before moving to Boston for graduate school. In her free time, she enjoys painting, yoga, building/tinkering, and cooking.

**Lorraine Gilman** [lorraine@partsandcrafts.org](mailto:lorraine@partsandcrafts.org) Lorraine is a puppeteer, comic performer and educator from Vermont. Lorraine ran away from the circus to become a puppeteer. She has a Master's degree in Puppetry from the University of Connecticut, a BFA from Ringling Brother's Clown College and studied Education at Rivier University. She has been teaching children for ten years. She joined Parts and Crafts as a camp counselor in 2014. Lorraine likes to draw, paint, figure out how stuff works, write stories, make gluten free food and then eat it.

# Tool Use Policy

We believe that giving kids the freedom to invent means providing the tools to do so, and creating a SAFE and PRODUCTIVE space in which to use them. With that in mind, we expect all participants to act and behave responsibly, to be aware of themselves and their environment at all times, and to work together to help us keep everyone safe and healthy at the end of the day.

- Close-toed shoes are required at all times in the tool area. Long hair must be tied back. If you are doing anything that involves producing sawdust, you must additionally wear a dust mask to protect your face while in the shop area.
- Most of our tools — with the exception of certain power tools — are available for kid use. Kids are expected to be aware and responsible for their surroundings, and to use basic common sense when they are using these tools. If you're not sure whether you can use it, ask before you start!
- Anyone using tools must wear safety goggles at all times. Goggles are additionally required in any scenario where an object is pressurized, launched, or pried open, where there are chemicals involved, and while soldering.
- If you have never used a tool before, you must have an adult from Parts and Crafts show you how to use it before starting your project. Lots of our tools (for instance,

soldering irons and saws) require a few extra steps (for instance, clamping) that are not evident at first glance.

- Glue guns and soldering irons get hot! Minor burns are the number one injury that we see in the space. Please be sure that your project is DRY and COOL before you pick it up and show it to your friends.
- Kids are not permitted in the shop without a supervising adult and safety goggles. Under certain circumstances, members may be allowed to use the shop tools, but only with direct supervision by the shop manager or other supervising adult. If you need something cut, drilled, or sanded, mark it and ask a counselor for assistance.
- No running, biking, rollerskating, kidlaunching, gokarting, or otherwise being chaotic and noisy in the tool area. It's distracting and dangerous, and makes it hard to concentrate. If it's got wheels and moves quickly, take it to the other side of the building (or better yet, outside).
- Tools are not weapons. Anything in the space that is used as a weapon — even in play — will be immediately taken away (and in the case of projects, discarded).

# Tool Classification

We have a 3-tiered tool system to guide appropriate tool use in the space. Many of our introductory projects are designed to build familiarity with basic hand tools and materials, with the goal of building competency in craftwork of various kinds.

- GREEN TOOLS are available for anyone to use. They do not require specialized training and are “open access” tools that circulate freely in the space. Included in this category are common hand tools such as screwdrivers, wirestrippers, scissors, low-temp hot glue guns, pliers, unpowered hand drills, and so on.
- YELLOW TOOLS are available only by permission and typically require direct supervision for use. Kids may be authorized to use these tools independently under certain circumstances, but only with explicit permission and regular oversight by a supervising adult. These tools do not circulate freely and must be returned to the shop (with the exception of soldering irons). Yellow tools include soldering irons, high-temp glue guns, hammers, hacksaws, utility knives and battery-powered drills.
- RED TOOLS include all power tools (with the exception of battery powered drills). With few exceptions, red tools live in the shop and must be used under direct supervision by the shop manager or other supervising

adult. These tools include: Miter saw, benchtop drill press, belt sander, rotary tools, and paper cutter.

We also have a small number of BLACK TOOLS which are not available for member use but may be used by staff (these include the mini lathe and the grinder)

## **Refund Policy and Payment Plans**

Families registering for camp have the option of 2 payment plans:

- Pay 15% non-refundable deposit now and pay remaining balance on the first of the month every month up to your camp start date. *Eg. On April 12 you register for Imaginary Worlds, worth \$650. You pay \$97.50 now, and \$138.12 on May 1, June 1, and July 1, and August 1.*
- Pay 15% non-refundable deposit now and the remaining balance on the first of the month prior to your camp start date. *Eg. On April 12 you register for Imaginary Worlds, worth \$650. You pay \$97.50 now and \$552.50 on August 1st.*

**PLEASE NOTE: There is a 15% non-refundable deposit due for all summer camp programs at time of registration**

# Child Release Policy

## General Plan

- When a child arrives at camp in the morning they will sign in with a designated staff member. Every child must be signed in upon arrival.
- When a child leaves in the afternoon, they will sign out with a designated staff member. Every child must be signed out at the end of the day.
- If there are changes made to the child release form, parents must notify staff in writing to authorize additional individuals to pick up their child.
- Parts and Crafts will release a student only to an authorized person listed on the Information form as approved by the student's parent or legal guardian.

**If your child will be absent from camp, please call or email to let us know!**

# Transportation and Parking

Parking is available in the large lot adjacent to Conway Park or in front of the building. Please do NOT park in either driveway next to Parts and Crafts.

- Please drop kids off at the driveway next to the program or in one of two designated parking spots in front of the building and escort kids into the building before the program begins at 9 a.m.
- For kids who are arriving with parents, parents should come inside to meet their child when picking them up once they day has ended, after 3 p.m.
- All parents will be asked to fill out a transit plan for their child, detailing how they will arrive and who will accompany them to and from the site.
- If parents are going to pick up their children early for any reason, they will be asked to come in and leave notice with the director.

# Health and Safety Plan

## **Program Information**

Name: Parts and Crafts

Address: 577 Somerville Ave, Somerville MA 02143

Telephone Number: 617-207-8016

## **Health Care Consultant**

Name: Joel Sawady

Address: 22 Reed St, Apt 3, Cambridge MA 02140

Telephone Number: 617-417-2373

## **Health Supervisors**

Dina Gjertsen (health care supervisor) - 617-970-2963

## **Staff Certified in First Aid / CPR**

Dina Gjertsen - 617-970-2963

Will Macfarlane - 617-501-5793

Katie Gradowski - 617-501-2269

Kelly Taylor - 603-313-9071

Bissrat Melakeberhan - 760-285-6022

Lorraine Gilman - 860-377-2563

## **Hospital(s) Utilized for Emergencies**

Name: Somerville Hospital

Address: 230 Highland Avenue

Telephone: (617) 591-4500

# Plan for Meeting Specific Health Needs

Each family will be asked to fill out a comprehensive health form at the beginning of each year. Parents may work with staff individually or as a group to train staff in the health needs of their children, whether physical or behavioral, if training is warranted to address those needs.

The following guidelines apply:

- If children are arriving with medication, the health supervisor will review plans to administer medication with each parent to ensure that proper guidelines and storage procedures are followed with regards to prescription medications.
- Parents may request a meeting with core staff (including all full-time staff) to review specific health care plans for their child, including behavioral health issues that may come up on a day-to-day basis.
- If necessary, an individual staff member (usually the health care supervisor) will be assigned to check in with the child on a daily basis and ensure that all health needs are being appropriately met.

Staff will regularly review health considerations as a group and check in with parents over the course of the session.

# **In Case of Emergency**

## **First Aid and Transportation to a Hospital**

### **First response**

In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the counselor in charge will begin administration of emergency first aid. Other staff will be alerted to send for assistance, be it the Program Director, health supervisor, or other person in the center.

### **Transportation to the Hospital**

While the health supervisor is attending to the child, one of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, an ambulance will be called immediately and the parent will be called to meet the child and staff at the hospital. The health supervisor or other designated staff will go with the child in the ambulance, taking the child's file with them. If the parent comes to pick up the child and needs assistance, the lead counselor or program director may offer to drive to the hospital or to accompany the child.

### **If parents cannot be reached**

When parents cannot be reached, emergency contacts will be called as a further attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including health files.

# Prescription Medication

**If your child is arriving with prescription medication, you must fill out an [Individual Health Care Plan](#), signed by a doctor, prior to arrival.**

**For rescue medication - epipens and inhalers - an up-to-date asthma or allergy action plan will serve in place of the Individual Health Care Plan.**

## General Overview

The first dosage must be administered by the parent at home in case of an allergic reaction. All medications must be given to the teacher directly by the parent. All medications will be stored in a secure location in 577 and Kesher locations. All medications that are considered controlled substances must be locked and kept out of reach of children.

Parts and Crafts will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person(s) administering the medication. This record will become part of the child's file. Please make sure to pick up any unused medication at the end of the camp session.

## **Guidelines for Prescription Medication**

- All campers arriving with a chronic illness must have their parents fill out a medical authorization as part of their registration form. 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.
- All medication prescribed for campers shall be kept in a locked storage cabinet used exclusively for medication, which is kept locked except when opened to obtain medication. Medications requiring refrigeration shall be stored at temperatures of 38 to 42 degrees in a locked box, used exclusively for medications, and physically affixed to the refrigerator.
- Emergency medications such as asthma medications and epipens will be kept in an unlocked cabinet on the first floor and clearly labeled so that they can be easily accessed in case of an emergency. They will be kept separate from other medications so that they can be easily and quickly accessed in case of an emergency.
- Medication shall only be administered by the health supervisor or by a licensed healthcare professional authorized to administer prescription medications. If the health supervisor is not available, the administration of medications shall be under the

professional oversight of the health care consultant.

## **Camper Medical Information**

- Children coming to camp with prescription medication will submit detailed information regarding their medical condition and medication before the first day they attend.
- A full list of children receiving medication will be reviewed by the Health Care Consultant, who will discuss specific instructions with primary medication administrator prior to camp start.
- Medical information collected for this purpose will include: Child name, medical condition, medications to be administered, name and signature of health care practitioner, parental consent.
- For epipens and inhalers, the asthma / allergy action plan is sufficient to meet these requirements

## **Storage of Prescription Medication**

- 577 Somerville Ave: Rescue meds will be stored in an unlocked cabinet on the first floor next to the first aid kit. 13 Garden Court: Rescue meds will be stored in the first aid cabinet in the kitchen. Prescription meds will be stored in the staff office in a locked container on the wall (unless they require refrigeration). The key to the locked box will be issued to a single staff member for the duration of the summer. If that staff member is

not present at camp for an unforeseen reason, an additional key will be kept in a combination lock-box nearby with a one-time code known only by the primary keyholder.

## **Administration of Prescription Medication**

- All non-emergency, prescription medication will be administered by the primary administrator along with another staff member.
- Both staff members will inspect and count the pills as they are being removed from their prescription containers. Staff will count and verify the number of pills remaining vs administered and will log and sign-off on their verified med counts.
- No medication will be administered without two staff members on record to verify that the correct medications are be administered to the correct children.

## **Record-Keeping and Disposal**

- The health care consultant shall acknowledge in writing a list of all medications administered at the camp, and administration shall be kept in a log maintained for at least three years following date of last entry.
- When no longer needed, medications shall be returned to a parent or guardian. If the medication cannot be returned, it shall be destroyed in accordance with the

guidelines of CMR 430:160 (D) and noted in the medication log

## **Rescue Medication (epi-pens and inhalers)**

- Any child arriving with rescue medication must have a completed Individual Health Care Plan as part of our registration material at the time they enroll at camp.
- Children who are authorized to self-administer rescue medication may carry it on their person, provided that staff are notified in writing at the beginning of the session and shown where medication is kept.
- Rescue medication will be stored on the main floor in an unlocked cabinet so as to be immediately accessible to staff in case of emergency. Medication must be kept in its original containers and labeled clearly with the child's name and recommended dosage.
- Rescue medications will be taken offsite for field trips and kept with the lead counselor along with other first aid materials and medical forms. Upon return, rescue medication must be returned to its original location.
- All full-time staff will be briefed by the health supervisor on how to recognize an asthma attack or allergic reaction during staff orientation, as well as proper storage and administration of rescue medication

## **Guidelines for Labeling**

- Prescription medication must be provided in original containers bearing the pharmacy label (see below). No medication shall be accepted or administered except in its original container, which should show 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. If the prescription contains tablets or capsules, the container must list the number of capsules in the container.
- This prescription label will be accepted as the written authorization of the physician. The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.

## **If Medication is Mis-administered**

In the case of a medication administration error, the following procedures will be taken:

- Parents and the Health Care Consultant will be immediately notified of the error

- The primary administrator will be taken off administration duty for the duration of one week to assess what happened and why in order to provide time for a formal write-up
- For the duration of the session, all administration will be double-signed by the second health care supervisor and one additional witness.

## **Non-Prescription Medication**

Non-prescription medication will be given only with written consent of the child's parent or guardian, as stipulated in the initial health form. Parts and Crafts is authorized to administer the following medications with parental consent.

- Tylenol (acetaminophen) - for the treatment of minor aches, swelling, and fever reduction.
- Advil (ibuprofen) - for the treatment of aches, swelling, and fever reduction.
- Benedryl (diphenhydramine) – to relieve runny noses, itchy eyes and sneezing due to allergies (but not colds). May also be administered to relieve itching from chickenpox or insect bites and to control hives or other allergic reactions.
- Pepto Bismol (bismuth subsalicylate) - may be administered in case of nausea, heartburn, indigestion, upset stomach, or diarrhea.

Non-prescription medications must be in the original manufacturer's container labeled with instructions for dosage and expiration date and shall be administered according to the instructions on the container. To obtain a complete overview of our health policies, email [contact@partsandcrafts.org](mailto:contact@partsandcrafts.org).

## **Authorization to Administer Rescue Medication**

Due to the nature of severe allergic and asthmatic reactions, any staff member is authorized to administer rescue medication in an emergency.

- All full-time staff will be briefed by the health supervisor on how to recognize an asthma attack or allergic reaction during staff orientation, as well as proper storage and administration of rescue medication in case of emergency.
- Any child arriving with rescue medication (epipens and inhalers) must fill out an Individual Health Care Plan Part D signed by the the child's doctor or other authorized health professional.
- Rescue medication will be stored on the main floor in

an unlocked cabinet so as to be immediately accessible to staff in case of emergency. Medication must be kept in its original containers and labeled clearly with the child's name and recommended dosage.

- Children who are authorized to self-administer rescue medication may carry it on their person, provided that staff are notified in writing at the beginning of the session.

To obtain a complete overview of our health policies, email [contact@partsandcrafts.org](mailto:contact@partsandcrafts.org).

## **Plan for Managing Infectious Disease**

Children who exhibit symptoms of the following types of infectious diseases, such as gastrointestinal, respiratory and skin or direct contact infections, may be excluded from the camp if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting;
- the illness results in greater care need that the child care staff can provide without compromising the health and safety of the other children;
- the child has any of the following conditions: fever,

unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness

- vomiting two or more times in the previous 24 hours at home or once at the center;
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, until 24 hours after treatment has started or all the sores are covered;
- head lice, free of all nits or scabies and free of all mites;
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- chicken pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, camp staff may make the final decision concerning the inclusion or

exclusion of the child.

### **If a Child Exhibits Symptoms While at Camp**

If a child has already been admitted to the program and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be offered a mat, cot, or other comfortable spot in which to lie down.

If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

### **Follow-up and Parent Notification**

When a communicable disease has been introduced into the camp, parents will be notified immediately and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. DPH must be contacted when there is a reportable communicable disease in your program

# **Plan for Mildly Ill Children**

Children who are mildly ill may remain onsite if they are not contagious (refer to Plan For Infectious Disease) and they can participate in the daily program including outside time. If a child's condition worsens the Program Director will contact the child's parent(s) to pick up the child.

# Camp Immunization Policy

## For Campers and Staff Over 18 Years of Age

- Measles: 2 doses (exempt if born before 1957)
- Mumps: 1 dose (exempt if born before 1957)
- Rubella: 1 dose (exempt if born before 1957)
- Diphtheria and Tetanus Toxoids\*: 3 doses  
DTaP/DTP/DT/Td; booster dose required if more than 10 yrs since last dose

## For Campers and Staff Under 18 Years of Age

- MMR: 2 doses
- Polio: 3 doses IPV or OPV, or 4 doses mix IPV/OPV
- Diphtheria, Tetanus Toxoids, and Pertussis: 4 doses  
DTaP/DTP/DT or, 3 doses of Td; booster dose of Td required for grades 7-10 if >5yrs since last dose of DTaP/DTP/DT; booster dose of TD required for grades 11-12 if >10 yrs since last dose of DTaP/DTP/DT
- Hep B: 3 doses if born on or after 1/1/92

Campers and junior staff who do not have these vaccinations will not be excluded from Parts and Crafts; however, in the case of a vaccine-preventable outbreak they will not be permitted onsite.

# In Case of Emergency Evacuation

In case of severe weather, staff will monitor all local sources including radio, phone, and internet to receive updated information about most recent conditions. In case of an evacuation order, the following guidelines apply:

- All staff and members will be familiarized with the four routes of egress (two from the top floor, two from the bottom) as part of orientation, and will carry out regular fire and evacuation drills onsite.
- If advised to evacuate, two staff members will lead kids out of the space, while two will stay behind to survey all areas and ensure that all children have evacuated safely.
- The default meeting place will be across the street in front of Veteran's Memorial Skating Rink, where we will meet, take roll, and await further instructions. In case of fire, 911 will be called immediately.

If advised to shelter in place, the default location will be the main room at 577 Somerville Ave. If the ground floor is unusable, the basement will be used as a meeting place. In case of an emergency, the staff will use all means available to reach campers' parents and guardians and coordinate with them to get their child home safely.

# Fire Evacuation Plan

## In the Event of a Fire

- Evacuate immediately and meet at the corner Somerville Ave and Beech Street, where campers will be escorted across the street to the gathering place in front of Veteran's Memorial Skating Rink to wait for further instructions.
- Once assembled outside, counselors will do a roll call to make sure no one was left behind. All campers will sit quietly so as to be accurately accounted for.
- If the monitored alarms have not gone off, another counselor will call 911 and notify them of the location of the building, the location of the fire, any known information about the fire, and the contact number to call.

# Right to Access Children's Records

We are required by law to keep the following information on file for kids enrolled in camp and other programs:

- Face Sheet
- Records and Consent Forms
- Medical records

All of this material can be provided in our registration forms, health forms, and membership contracts, and you have a right to request copies of this documentation at any time. For more information, email [contact@partsandcrafts.org](mailto:contact@partsandcrafts.org).

# **Child Abuse and Neglect Reporting Policy**

## **General Plan**

- Under the Massachusetts mandatory reporting law, M.G.L. c. 1999, section 51A, any staff member who has reasonable cause to believe that a child is suffering from physical or emotional injury resulting from abuse must report it to the camp director and/or the Massachusetts Department of Children and Families. This includes sexual abuse and cases of neglect.
- The program director will immediately report any suspected child abuse or neglect to the Massachusetts Department of Children and Families ("DCF")
- Furthermore, the Program Director will also notify the Department of Early Education and Care (if applicable) and the Somerville Health Department (if applicable) if a report is filed with DCF alleging child abuse or neglect while a child is in the care of the the program.

## **Procedures for Filing a 51A Report**

- Full-time staff will be required to complete the Mandatory Reporter Training through the Middlesex Children's Advocacy Center to understand their legal obligations as mandated reporter and know how to file

a 51A report (available online:

<http://middlesexcac.org/51A-reporter-training/>)

- The program director shall notify the Board of Health if a 51A report alleging abuse or neglect of a child while in the care of a recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.
- Any oral or written report to DCF and any information related to the report, must be kept confidential except to those individuals on a strict need-to-know basis and to the extent required to comply with the program's legal obligations. The program director alone will be in charge of handling any such sensitive information.

### **If Abuse or Neglect is Alleged at Parts and Crafts**

- If a staff member is accused of abuse or neglect and is a subject of an oral or written report to DCF that staff member will not be permitted to work with any campers until DCF has completed its investigation.
- All staff members must cooperate fully with any DCF investigations of abuse and neglect alleged to have occurred at Parts and Crafts, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.

# **Contacting the Somerville Department of Health**

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of public health. They can be reached at the following address:

**Somerville Health Department  
City Hall Annex  
50 Evergreen Avenue  
Somerville, MA 02145**

**Phone: 617-625-6600 ext. 4300  
TTY: 866-808-4851**