



Welcome to Northampton Parks and Recreation's **CAMP HAMP** **2025**

Camp is a place where friends are made, memories are created, and dreams take flight





Northampton Parks and Recreation



CAMP HAMP

Summer 2025

Dear Camp Hamp Parents and Guardians,

Welcome! And thank you for signing-up for the Northampton Parks & Recreation Department's summer programs! This parent packet contains information on Camp Hamp as well as the department's policies and procedures. Please review the packet thoroughly and make sure to go over all the necessary information with your child.

The Northampton Parks & Recreation Department's mission is to promote the health and general well-being of the individual and the community. We hope to create memories that your child will remember for years to come while offering a safe environment where your child will grow through the various activities that we offer in each of our age-appropriate programs.



The Northampton Parks & Recreation Department hires experienced individuals to work with your children throughout the summer. Our staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school. They are required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor and Recreation Leader positions are certified in CPR, Epi-Pen administration and First Aid. All of our summer day camps fully comply with the State Health Department Codes and Inspections for Licensed Day Camps.

If you have any questions or concerns throughout the summer, please do not hesitate to contact us by calling the Northampton Parks & Recreation Department Office at (413)587-1040 or by emailing us at recreation@northamptonma.gov. Your feedback lets us know how we are doing. Once again, welcome to the Northampton Parks & Recreation Department Summer Programs! Please make sure to keep this handbook to use as a guide throughout the summer. It is also posted on our website, www.northamptonma.gov/recreation.

We look forward to a fun and active summer of 2025!

Sincerely,

Heidi Gutekenst
Recreation Supervisor

Shelby Michna
Assistant Director

Ann-Marie Moggio
Director

Registration Policies

SUMMER CAMP PAYMENTS

- a. A non-refundable \$25 deposit per session is due at the time of registration. **On-line registration requires full payment, to pay a deposit only, a paper copy of our registration form, with payment, must be submitted to the office.*
- b. All balances are due June 2, 2025
- c. Registering for a session AFTER June 2 must be full payment.

REFUND POLICY

- Refund requests must be made in writing to the Parks & Recreation Department and must be submitted by June 2nd.
Email request to recreation@northamptonma.gov
Or Mail to Northampton Parks and Recreation, 100A Bridge Rd., Florence, MA 01062
Or Submit to office M-F 8:30-4:30, there is an outside drop box for after hours. We are located on the same property as JFK Middle School, on the right side of the school.
- **There will be NO REFUNDS after JUNE 2, 2025.**
- *Our refund policy is strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings, field trip planning and entry tickets, to supply purchasing.*
- There is a non-refundable \$25 fee per session.
- There is a \$10 processing fee for all refunds.
- Credit card refunds will be applied to your credit card. If you paid with cash or check you will receive a refund check from the City of Northampton, please allow 2-4 weeks for processing.

Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30am - 4:30pm.



**Northampton Parks & Recreation Department
100A Bridge Rd., Florence, MA 01062**

Office Staff

Director:	Ann-Marie Moggio
Assistant Director:	Shelby Michna
Recreation Supervisor:	Heidi Gutekenst
Recreation Supervisor:	Brooke Fairman
Aquatics Supervisor:	Jim Miller
Accounting Clerk:	Micaela Montorfano
Principal Clerk:	Sandra Gross

Contact

Office Hours: Monday-Friday, 8:30a.m. - 4:30p.m.
Phone: (413)587-1040
Fax: (413)587-1045
Email: recreation@northamptonma.gov
Website: <https://northamptonma.gov/Parks-Recreation>
Cancellations and changes: (413)587-1044 or check website and click on "[cancellations/changes](#)"

Program Description

Camp Hamp

Fun, exciting days await campers! Camp Hamp is a full day program that runs from 8:30am – 4:30pm and is for children entering grades 5 and 6. The program is offered in seven, one-week sessions starting June 23 and is based at [Look Park](#) in Florence. Participants are introduced to many outdoor recreation activities such as hiking, cooperative games, and more. The program also includes weekly swimming three days a week at JFK Middle School, arts and crafts, special events and two weekly bus trips. Each week’s activities and special events are created around the weekly themes (see below). Included in the registration fee is a T-shirt for each participant and the cost of the field trips. The participant **T-shirt must be worn on field trip days**. Extended day is offered to children and families for a minimal extra fee, see options below.

****You will receive a detailed daily calendar before each session begins****

Schedules can be found on-line [weekly-calendars](#)

	Session Dates	Weekly Themes	Weekly Bus Trips
Session 1	June 23 - June 27	Adventure Awaits	DAR State Park Movement Terrain
Session 2	June 30 - July 3 (No camp July 4)	Rockin' in the USA	FunHub Interskate 91
Session 3	July 7 - July 11	Hollywood	Wyola State Park Nomads
Session 4	July 14 - July 18	Spirit Week	Sonny's Place Interskate 91
Session 5	July 21 - July 25	Survivor	Berkshire East FunHub Action Park
Session 6	July 28 - Aug 1	Water Wonders	Woosox Breezy Picnic Grounds waterslides
Session 7	Aug 4 - Aug 8	Camp Rewind	Erving State Park NAC

****schedule subject to change****

Extended Day

Camp Hamp is held Monday through Friday, 8:30 am - 4:30 pm. We offer an extended day option that provides participants with 45 minutes of extra supervision in the beginning and end of the regular program hours (7:45 am – 8:30 am and 4:30 pm – 5:15 pm). The cost is \$35.00 per session per child. Session Two will be \$30.00 because there will be no program on Friday July 4th. You must sign up for the whole session, you cannot choose days during the week.

Field Trip!

In each session, two bus trips will take place, see chart above. A weekly agenda for each session will be given, mailed, or emailed to each participant prior to the first day of the program. This will highlight the daily agenda for the week. Typically, field trips will be taken on Tuesday and Thursday of each week. [Calendars are available on line](#).



Swimming Schedule



Camp Hamp will swim at the Aquatic and Family Center at JFK Middle School on Mondays, Wednesdays and Fridays. Each week the group will visit a local beach, day may vary between Tuesday and Thursday of that week. The camp, may, on occasion, swim at Musante Beach in Leeds.



Arts & Crafts

Each participant will have one arts and crafts project a week. Our staff will lead the class, the project will last for approximately 30-45 minutes. Projects are based on the weekly theme.



T-Shirt Participants for Camp Hamp will receive a t-shirt during the first session that they attend. Camp Hamp **participants will need to wear their t-shirts on field trip days.**



What to Provide Each Day



Let's start with a comfortable daypack, **label** the bag and belongings with your child's name! Please send your child ready to play in comfortable clothing with socks and sneakers or closed toe sandals. Flip flops are not recommended. **Don't forget to label everything!**

When preparing this bag, please keep in mind your child is responsible for this bag and may be wearing it throughout the day!

Now, fill the daypack with....



- Lunch and snacks

Food will not be refrigerated, please provide a lunch box with a freezer pack.

Please also provide some munchies for a mid-morning **snack** break and afternoon **snack.**



- Refillable Water Bottle! We suggest a bottle that is at least one liter!



- Bathing suit, towel, and a reusable bag for wet swimsuits and gear – We swim almost every day.



- Hat, and **sunscreen** - Even though there is a lot of shade at the park, the **sun** is strong. Our staff will not apply lotion sunscreen, however, we will assist with spray sunscreen. Please apply sunscreen to your child each morning and our staff will remind the kids to reapply during the day. We recommend sunscreen that has a minimum of 25SPF



What Not to Bring

Electronic devices of any sort are not allowed. This includes, but is not limited to, cell phones, hand held video games, tablets, etc. Please don't send your child with personal toys or anything that you do not want to lose or share to the summer programs. The Parks & Recreation Department is not responsible for lost or stolen items.



Inclement Weather (Rainy Days, Pop-up Thunderstorms)

If it is raining in the morning and you are not sure of the Camp Hamp location then please contact the Parks & Recreation Department's **24 hour information hotline at (413)587-1044** or visit our website at www.northamptonma.gov/recreation and click on [cancellations/changes](#) for weather updates.

The rain location for the Camp Hamp program will be at the Aquatic and Family Center at J.F.K Middle School. Enter through the rear door, across from the tennis courts. If the rain continues all day, we may bus the group to the [Smith Vocational gym, at 80 Locust Street](#) in Northampton, where the group will have access to the gym or cafeteria. If it clears, we will return to Look Park. If it is predicted that there will be afternoon showers and/or thunderstorms then we will also head over to our rain site at JFK Middle School and afternoon pick-up will be at JFK, not Look Park. If there are any questions to where the pick-up location is then please contact the Parks & Recreation Department's cancellation hotline (413)587-1044 or check out our website at www.northamptonma.gov/recreation and click on [cancellations/changes](#).

Look Park

[Look Memorial Park](#) is a privately operated facility, and they do not receive City tax dollars for operation. Look Park is a **CARRY IN/CARRY OUT** facility. This means that there are no trash or waste containers. Please keep this in mind while you pack your child a lunch. Our cooperative agreement with them stipulates that participants **MUST purchase a Look Park Vehicle Entrance Sticker for the Camp KidZone and Camp Hamp programs.** There are two options:



Option 1:

You may purchase a year round season entry pass for Look Park. These stickers are available in person at [Look Park](#) and on-line at www.lookpark.org.

Option 2:

\$20 for Residents or Non-residents, per pass. This special pass is for our Camp KidZone and Camp Hamp programs. It is not a season's pass to Look Park, but a summer camp pass that will allow you entrance into Look Park for picking-up and dropping-off your child. This pass is only good from 7:45am-5:15pm, Monday through Friday while the program is running during the session you are signed up for.



This pass is available for purchase at both the Parks & Recreation Department with **cash or check made out to Look Park** and at Look Park on the first day of camp session. Look Park **DOES** accept credit/debit cards. The Northampton Parks & Recreation Department is located at 100A Bridge Road and open M-F from 8:30am – 4:30pm. It is non-adhesive and can be used by multiple cars.

Immunization & Physical Records

The Parks and Recreation department works with [CampDoc](#), an electronic health record system used by camps. Each camper will have their own profile and this is where you will upload your child's immunization and physical records. CampDoc is where you will also provide any relevant and necessary medical information (allergies, inhalers, medication, EpiPen, etc.). Once you have registered for a session of camp you will receive an email to complete your CampDoc profile. Your child's CampDoc profile must be 100% complete before they can attend camp. There are no exceptions to this policy.

Storage and Administration of Medication

➤ **Medical Conditions**

Northampton Parks & Recreation Department encourages all medications to be given at home. **If your child must have medicine during camp hours, parents must complete the required portions in CampDoc.** This has to be approved by the Camp's Health Care Consultant. Medication will only be administered by the Health Care Supervisor(s) designated by the HCC and authorized to administer prescription medications. **You must provide medication authorization orders AND emergency action plans** which you can get from your child's Doctor. All medication prescribed for participants shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, name of medication, and directions for use. All other over-the-counter medications for the participant shall be kept in the original containers containing the original label. Your child's counselor should carry your child's medications. It is imperative that if your child suffers from asthma or is allergic to bees or anything else, that we be informed.

➤ **Epi-Pen**

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, please provide the appropriate information in CampDoc. **You must provide medication authorization orders AND emergency action plans.** Address your child's allergy with our counselor on the first day of camp.

➤ **Special Arrangements**

If there are any specific medical concerns we should know about your child (medical problems, allergies, etc.), please submit this information when completing your child's electronic health record in CampDoc.



IMPORTANT INFORMATION - The Northampton Parks & Recreation Department requires that any camper who requires any type of medication to be given at camp MUST provide medication authorization orders AND emergency action plans for allergies and diabetes. Please also address your child's allergy to your child's counselor on the first day of camp

Mildly ill Campers

If a child comes to recreation staff reporting they are not feeling well, the staff will take the following steps: ask the child how long they have not felt well, if they feel like they are going to be sick, if they would like to try to stay at camp, or would like to go home.



- If the child would like to go home, call the parent and make arrangements for pickup. If the parent can't be reached, call the emergency contact.
- If the child would like to stay at camp, check in with the child each half hour to see how they feel.

Staff will keep the child isolated from the other children, until they are feeling better or are picked up by a parent. A child must be picked up by a parent if they have a fever, severe headache, anything unresolvable, a blow to the head, bleeding that doesn't stop with standard first aid, deep wounds, nausea or vomiting, or any condition that the staff doesn't feel comfortable handling; or where a child expresses a need to be with the parent.

Policies

Parents have the right to review background check procedures, health care and discipline policies upon request.

Meningococcal disease

Meningococcal disease can refer to any illness caused by the type of bacteria called *Neisseria meningitidis*, also known as [meningococcus](#). These illnesses are often severe and can be deadly. They are infections of the lining of the brain and spinal cord and bloodstream infections. Meningococcal vaccination is recommended for all adolescents. Call your primary care physician and follow the recommended immunization schedule to ensure that your camper get the meningococcal vaccines.



Drop Off/Sign-Out Procedure *For your child's safety we ask parents to abide by the following*



Drop-off and pick-up of your child(ren) will be on at the grassy area after the tennis courts on the right. **Look for the sign that is labeled Camp Hamp.** Please pull into a parking spot to drop your child off, do not just stop and have them get out of the car, as this will cause traffic problems. On the first day of the program, please park your car and walk your child to the Director.

Drop-off time is 8:30 a.m. and pick-up time is between 4:00 and 4:30 p.m.

Do not stop at the bottom of the hill or at the entrance of the park to drop off or pick up your child(ren). This causes traffic as well as safety problems. Please find a parking space. If your child is in the Camp Hamp program and signed up for the **Extended Day option**, then pick-up will be in the gravel parking area with the Camp KidZone program. This site is the entrance after the Visitor's Center and before the tennis courts.

At the end of each day we require that parents sign their child(ren) out with their counselor. This is done in order to ensure the safety of your child(ren). Please find a parking spot, park your car and wait for your child's counselor to approach you for sign out. Please inform the Recreation Leaders on the first day who will be picking up the child(ren) during the session. Send a note if there are any changes. **Permission must be written and signed by the parent/guardian if someone else rather than themselves is picking up the child.**



Walkers/Bikers

As you read previously, it is mandatory that someone signs for each participant so that we have a record of attendance and are assured that all participants make it home safely. **If your child plans on walking/biking to and from Camp Hamp, then you must provide the staff with a signed note giving them permission.**

That will serve as signing out at the end of the day. **Parents should have a backup plan for walkers/bikers on rainy days.** If your children are walking/biking home then they need to leave the site of the program. Once they leave they are not the responsibility of the program.

Children who are walking or biking cannot leave their program until 4:15pm, unless a parent puts in writing an earlier dismissal time.



Authorized Individuals for Pick-up

There needs to be authorization for people, other than parents, to pick up your child(ren) from their programs. This can be noted in your health profile in CampDocs. If someone other than the people listed will be picking up your child then you must send a written note the morning of stating the person that is allowed to pick up your child.

Late/Early Fee



A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid.

We understand sometimes incidents such as traffic, etc. occur. Please try to call the office to let them know if you are late. The Parks & Rec office closes at 4:30pm.



Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

Safety

CORI & SORI Background Checks

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members and volunteers that work and volunteer at our summer programs.

Emergency Procedures – Major incidents

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed at the time of registration, then we will then try to call the person you listed as your emergency contact person. **IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM as a contact!** We hope to never have to call an ambulance, but all such fees will be incurred at your expense. We will always try to contact you and have you pick up your child. This is YOUR RESPONSIBILITY, to have someone *always available*.

Reporting Abuse & Neglect

All children who attend the Northampton Parks & Recreation Summer Camps shall be protected from abuse and neglect. All staff that work at the summer programs at the Northampton Parks & Recreation Department are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families immediately. Summer Camp staff is mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the [Department Children & Families](#). The Northampton Parks & Recreation Department will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the summer programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

Crossing Streets

Camp Hamp will cross the street on almost a daily basis when walking to the Aquatic and Family Center for afternoon swimming. We always use extreme caution when having children cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the children across the street while the other staff follows the last child.



Absences and Tardiness



Absences

Please call the Northampton Parks & Recreation Department at (413)587-1040, or email recreation@northamptonma.gov, to inform us if your child will be absent from their program. The Parks & Recreation Office opens at 8:30am., and there is voicemail. The office will inform camp staff at your child's summer program.

Late Arrival/Early Pick-up from Summer Programs

Please inform your child's Recreation Leader if your child will be arriving late to the program a day in advance, or inform them in the morning at drop-off for early pick-up. Camp Hamp is held at the spacious Look Park and sometimes it is a challenge for the parents to find their children's group to drop-off or pick-up early. Your child's counselor will have the best idea of where your child's group will be during the course of the day.

Field Trip Departures

Camp Hamp will go on two weekly field trips. The bus will typically leave the park around 9:00am. It is your responsibility to get your child to their program on time; **buses will not wait for tardy participants**. A weekly detailed calendar will be given, mailed, or emailed to you a week prior to the start of camp or earlier to let you know when these field trip days are scheduled. [Calendars are available on line](#).



Behavior & Discipline Policy

Behavior Contract

All program participants are expected to behave appropriately. If behavior becomes a problem, a behavior contract will be issued for children who are continually disruptive. This includes using foul language, not keeping hands to themselves, not listening, distracting other participants, wandering away from activities without permission from staff and other actions that are taking away from the program on a constant basis.



The contract will list the goals that the child is going to work on as well as the plan to accomplish a more positive experience for the child. Failure to follow this contract may result in a one-day suspension or further discipline from the Recreation Department's summer camps with further consequences possible. If a child has to be removed from the program no refund will be given.

Suspension/ Termination/Removal from Program

The Parks & Recreation Department reserves the right of remove any participant from the Program for any of the following reasons:

- Three incident reports on file or two incident reports filed per session.
- A child brings harm to another child or staff person resulting in injury.
- Unpaid camp fees for a session.
- Failure to follow the program's rules on a consistent basis.
- Consistent late pick-ups or early drops-offs.
- The Parks & Recreation Department may determine other issues not listed that could result in suspension or termination from the program.



Communication

Parent Communication



Please make sure that you discuss any questions, comments, concerns, or suggestions you may have about our program or your child with the on-site summer program Director. If, after speaking with them, you still have concerns, please contact the Parks & Recreation Department at (413)587-1040 to speak with the Recreation Supervisor or send us an email at recreation@northamptonma.gov. We are here to meet the needs of each family. Please let us know of anything that we can do to make your and your child's experience one that they will remember fondly forever.



Once you have completed reading this packet, if you have any other questions, comments or concerns, please feel free to contact us at the Parks & Recreation Department office, Monday through Friday, 8:30am - 4:30pm.

CAMP HAMP

FREQUENTLY ASKED QUESTIONS

Why CAMP HAMP?

CAMP HAMP is a full day program with each week a fun theme, activities are built around it. It is held within the gorgeous 150 acres of Look Memorial Park in Florence. Each day is full of many outdoor recreation activities including games and hiking. Campers will swim at the Aquatic Center at JFK Middle School 3 times a week, and may go to Musante Beach in Leeds. Each week there will be two “field trips” where we will take the campers to off-site locations such as Woosox, Berkshire East, Breezy Picnic Ground Waterslides, Interskate 91, Lake Wyola, and others.

How long has NPRD been running summer camps?

We have run our day camps for over 40 years!

What age is CAMP HAMP for?

CAMP HAMP is for children entering grades 5 and 6.

What do the children do at CAMP HAMP?

Camp Directors create weekly calendars with a fun theme for each week such as “Around the world” and “Road Trippin’”. On these calendars they list daily activities for each day and include a list of what the children should bring for the day. These calendars are created by summer camp staff once they have started working for the summer. You will receive one by email, or you can go on-line to our website and under CAMP HAMP you will find a link to the calendars. We keep the campers busy and on the move and having loads of fun! We hope to create memories that your child will remember for years to come.

Is CAMP HAMP licensed as a recreational camp for children?

Yes – in MA all recreational camps must be inspected and licensed by the local board of health. In order to be licensed, camps must meet all regulatory standards established by the MA Sept of Public Health. The regulations establish minimum health, safety, sanitary, and housing standards to protect the well-being of children in the care of a recreational camp in MA.

Are there inspections of the camps?

Yes, the Northampton Health Department inspects the camps to ensure that they are an appropriate environment to protect the health, safety, and well- being of the campers.

Where is CAMP HAMP located?

CAMP HAMP is held within the gorgeous 150 acres of Look Memorial Park at 300 N. Main St. in Florence. Campers leave the park to go to the pool at the Aquatic and Family Center at JFK Middle School located at 100 Bridge Rd, Florence, and they may swim at Musante Beach located at 85 Reservoir Rd. in Leeds. There will be two off-site field trips a week to places such as Erving State Forest, Sonny’s Place, DAR, Fun City, and others. Campers walk from Look Park to JFK Middle School, all other locations, the campers are transported by bus.

Will my camper be crossing streets?

Yes, CAMP HAMP campers will cross the street almost on a daily basis when they are walking from the park to the Aquatic and Family Center at JFK Middle School for afternoon swimming. We always use extreme caution when having children cross the streets. A staff member will stand in the middle of the crosswalk to make sure traffic is stopped. Once traffic is stopped, an additional staff member will lead the children across the street while the other staff follows the last child.

Do I need a pass to enter [Look Memorial Park](#)?

Yes, you **MUST** have a pass to enter the park. There are two options:

Option 1:

You may purchase a year round season entry pass for Look Park. These stickers are available in person at [Look Park](#) and on-line at www.lookpark.org. This pass is available to purchase when you drop off on the first day.

Option 2:

Look Park has agreed to a camp pass which is \$20 per pass. It is not a season's pass to Look Park, but a summer camp pass that will allow you entrance into Look Park for picking-up and dropping-off your child. This pass is only good from 7:45am-5:15pm, Monday through Friday while the program is running during the session you are signed up for. This pass is available for purchase at the Parks & Recreation Department or at Look Park on your first day of drop off. **The park accepts credit cards, the recreation department does not (for the park pass). If you purchase the pass at the Recreation Dept., you will need to pay with cash or check made out to Look Park.** The pass is non-adhesive and hangs from your mirror so it can be transferred to multiple cars.

Why do I need to purchase a pass for Look Park to drop off and pick up my camper?

[Look Memorial Park](#) is a privately operated facility and do not receive city tax dollars for operation. Look Park has agreed to this special pass for participants in our summer camps.

Why don't you build the price of LOOK PARK entry into the camp fee?

Look Park is a private park, while Northampton Parks and Recreation is part of the City of Northampton. Look Park allows us to use the park for our summer camps. Many camp participants will purchase a **full** season pass for entry into Look Park for the entire season, while others would prefer to only enter the park for pick up and drop off during the camp session their child is registered in. Some people that do not want to drive into the park will park their car at JFK Middle School on Bridge Rd. and walk to the park. You would need to walk your child to the drop off/pick up area at the visitor center which is down the hill and to the right, not far from the park entrance.

What time is CAMP HAMP?

Drop-off time is 8:30 a.m. and pick-up time is between 4:00 and 4:30 p.m. CAMP HAMP is a full day program that runs M-F. Note, camp does not take place on holidays such as 4th of July. There is an option to purchase EXTENDED DAY hours when you register. This gives 45 min supervision before and 45 minutes after camp hours.

Where do I drop off and pick up my camper?

Drop-off and pick-up of your camper will be behind the Look Park Visitor's Center directly before the tennis courts on the right. Look for the sign that is labeled CAMP HAMP. Do not stop at the bottom of the hill or at the entrance of the park to drop off or pick up your camper. This causes traffic as well as safety problems. Please find a parking space. Drop off is not allowed in the Garden House lot.

How do I check in my camper?

On the first day of the program, you must park your car in the drop-off lane and walk your child to the table for check in. The director or staff will let you know what group your child is in. After the first day of drop off, please enter the drop off lane and drop off your child at the designated spot.

How do I pick up my camper?

At the end of each day we require that parents sign their camper out with their counselor. Enter pick-up lane and park your car. A counselor from your child's group will approach the vehicle to sign out your child. Please inform the Recreation Leaders on the first day who will be picking up the child(ren) during the session. Send a note if there are any changes. **Permission must be written and signed by the parent/guardian if someone else rather than themselves is picking up the child. All children must be signed out** - This is done in order to ensure the safety of your child(ren).

What if someone else will be picking up my camper?

There needs to be authorization for people, other than parents, to pick up child(ren). This can be noted in your health profile in CAMPDOC. If someone other than the people listed will be picking up your child then you must send a written note the morning of stating the person that is allowed to pick up your child. If at drop off you know your camper will be picked up by someone else, please notify the staff then.

What if the bus is late returning from a field trip?

Every effort is made to be back for the 4:00-4:30 pm pick up time. However, at times the bus runs into unexpected traffic. We will post a sign at the pickup location stating that the bus is running late. We ask that parents stay patient and flexible during these occurrences.

Can my child Walk or Bike to camp?

Yes, if your child plans on walking/biking to and from CAMP HAMP, **then you must provide the staff with a signed note giving them permission.** That will serve as signing out at the end of the day. **Parents should have a backup plan for walkers/bikers on rainy and stormy days!** Your camper must leave the site of the program. Once they leave, they are not the responsibility of the program. Children who are walking or biking cannot leave their program until 4:15 pm, unless a parent puts in writing an earlier dismissal time.

What happens after I register?

When you register you will receive an email with a receipt and a parent packet which is full of important information, please be sure to read it in its entirety. Contact our office if you find you need clarification on any policies or have questions or concerns. You will also receive a weekly calendar, however, they are not complete until our summer staff begins working for the summer. If you register before these are complete, you will receive this later by email. These are posted on our website as soon as they are ready. You can find them on the CAMP HAMP page under WEEKLY CALENDARS.

You will also receive an email with an invitation to [CAMPDOC](#), the online camp management and electronic health record system that we are using. You will need to set up an account, each child will have their own profile. Your record must be 100% complete before your camper can attend camp. You will need to upload immunization records and a physical that was completed within 15 months. This is a requirement of the MA State Board of Health, there are no exception to this rule.

Do I need to do anything after I register?

Yes, you will need to complete your child's [CAMPDOC](#) profile which includes uploading a recent physical (within 15 months) and their immunization record. Children's profiles must be 100% complete before they are allowed to attend camp. This is a requirement of the MA State Board of Health, there are no exception to this rule. If your child has a severe allergy and requires carrying an epi-pen, or requires medication that needs to be given at camp, you must also submit additional medication authorization orders AND emergency action plans that you can get from your Doctor's Office

Also, you should review your parent packet. Once you have finished reading it please contact our office with any questions, concerns, or need for clarification. Call us at 413-587-1040 or email us at recreation@northamptonma.gov.

What is CAMPDOC

[CAMPDOC](#) is an ONLINE CAMP MANAGEMENT and ELECTRONIC HEALTH RECORD SYSTEM that we have been using for several years. This is where you will upload your camper's immunization and physical records (within 15 months) This is also where you will provide any relevant and necessary medical information (allergies, inhalers, medication, EpiPen, etc.). This is also where you will list emergency contacts and make note if that person has permission to pick up your camper.

Why do I need to submit health records?

MA State Board of Health requires physical and immunization records for all campers. They will accept a physical dated up to 15 months. There are no exceptions to this rule.

What should I do if my child requires an EPI-PEN or medication?

All program Supervisors and Recreation Leaders are certified in administering an epi-pen. If your child has a severe allergy and requires carrying an epi-pen, you must provide the appropriate information in CAMPDOC. You MUST provide medication authorization orders AND emergency action plans from their Doctor. Please also address your child's allergy to your child's counselor on the first day of camp.

Any camper who requires any type of medication to be given at camp MUST provide medication authorization orders AND emergency action plans from their Doctor. Please also address this with your child's counselor on the first day of camp.

Where can I get the medication authorization order and emergency action plans

These are available from your Doctor.

Can staff administer medication to my camper?

We encourage all medications to be given at home. If your child must have medicine during camp hours, parents must complete the required portions in [CAMPDOC](#) as well as submit medication authorization orders AND emergency action plans from the Doctor. This has to be approved by the Camp's Health Care Consultant (HCC). Medication will only be administered by the Health Care Supervisor(s) designated by the HCC and authorized to administer prescription medications. All medication prescribed for participants shall be kept in original containers bearing the pharmacy label. Over the counter medications for the participant shall be kept in the original containers. Your child's counselor should carry your child's medications.

What if my child feels ill at camp?

If a child reports they are not feeling well, the staff will take the following steps: ask the child how long they have not felt well, if they feel like they are going to be sick, if they would like to stay at camp, or would like to go home. If the child would like to go home, we will call the parent and make arrangements for pickup. If we cannot reach you through the numbers that you listed, we will then call the person you listed as your emergency contact person. IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM AS A CONTACT!! **It is your responsibility to always have someone available that we can reach during camp hours.** If the child would like to stay at camp, we will check in with the child each half hour to see how they feel. Staff will keep the child isolated from the other children, until they are feeling better or are picked up by a parent. A child must be picked up by a parent if they have a fever, severe headache, anything unresolvable, a blow to the head, bleeding that doesn't stop with standard first aid, deep wounds, nausea or vomiting, or any condition that the staff doesn't feel comfortable handling; or where a child expresses a need to be with the parent.

What if my camper experiences an emergency incident?

In the event of an emergency, serious injury or illness parents will be contacted immediately. If we cannot reach you through the numbers that you listed at the time of registration, we will call the person you listed as your emergency contact person. IT IS IMPERATIVE THAT YOU INSTRUCT THIS PERSON IN HOW YOU WOULD LIKE THESE SITUATIONS HANDLED AND THAT THEY KNOW YOU HAVE LISTED THEM AS A CONTACT! We hope never to have to call an ambulance, but all such fees will be your responsibility. We will always try to contact you and have you pick up your child. **This is YOUR RESPONSIBILITY, to have someone *always available*.**

What if your staff suspects abuse or neglect with a camper?

Summer Program staff are mandated by the Commonwealth of Massachusetts to report any suspicions of abuse or neglect to the Department of Children & Families (DCF). All children who attend the Northampton Parks & Recreation Summer Programs shall be protected from abuse and neglect. All staff are trained by the District Attorney's office. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Recreation Supervisor right away. As law requires, all suspected cases of abuse or neglect will then be reported to the Department of Children & Families (DCF).

Where can I get more information on abuse/neglect?

For guidance on abuse prevention and counseling contact the Department of Social Services Child-at-Risk Hotline (800) 792-5200 Open 24 hours to report child abuse and neglect.

What if my child will be absent?

Please contact the office at 413-587-1040 or email to recreation@northamptonma.gov to report that your child will be absent. Or let camp staff know the day before, that your child will not be attending the next day.

What if I am PLANNING on arriving late or picking up early during camp hours?

CAMP HAMP is held in spacious Look Park, campers also swim at JFK Middle School and at Musante Beach as well as go off-site for field trips. It can be a challenge for parents to find their children's group. Please inform your child's Recreation Leader if your child will be arriving late to the program **a day in advance**, or inform them in the morning **at drop-off you will need to pick up early**. Be aware, on field trip days the bus typically leaves the park at 9 am, buses will not wait for tardy participants. Your child's counselor will have the best idea of where your child's group will be during the course of the day. Please call the office at 413-587-1040, staff will be able to locate the location of your camper!

On field trip days the bus schedule for pick up and drop off is carefully planned and needs to be adhered to keep the camp on schedule. Typically, the bus leaves at 9 am, the bus will not wait for tardy participants. If you are planning on early pick up from an off-site location, you will need to work around the bus schedule. If you are not at the site before the bus leaves, your child will be on the bus with the rest of the campers. Please contact the office at 413-587-1040 to make arrangements for off-site drop offs and pickups. Keep in mind, the office closes at 4:30 and staff will not be available.

What if I am late at pick up or arrive early?

We understand sometimes incidents such as traffic, etc. occur. Please call the office at 413-587-1040 to let us know you will be late. However, please note, the office closes at 4:30. A supervision fee will be imposed for any child who is picked up late or dropped off too early. A ten minute grace period will be extended. **Following this time a fee will be assessed.** If the drop off/pick up schedule will be difficult for you, you may want to consider signing up for EXTENDED DAY. This provides 45 min of supervision before, and after, camp hours.

First time offenders will be warned and the fee will be assessed only for repeated incidents. The fee will be \$5.00 for every ten minutes of waiting time. The fee must be paid within 48 hours of the incident. Failure to do so will result in the suspension of the participant until paid.

Chronic lateness may result in suspension from programs. The Police Department will be notified if your child is not picked up within an hour of the scheduled time and no call or contact has been received.

What if my schedule doesn't allow me to be on time for daily arrival and pick up?

At the time of registration you have an option to select EXTENDED DAY for an additional fee. This provides supervised care 45 minutes before and 45 minutes after camp hours. This option is available for the week only, we do not offer it per day.

Can I add EXTENDED DAY after I have registered?

Yes, you can call the office at 413-587-1040 and add this option.

What happens on a rainy day?

We monitor the weather very closely, we will move indoors if inclement weather is predicted. The rain location for CAMP HAMP will be at the Aquatic and Family Center at J.F.K Middle School. Enter through the rear door, across from the tennis courts. If the rain continues all day, we will remain at the school. If it clears, we will return to Look Park. If it is predicted that there will be afternoon showers and/or thunderstorms then we will also head over to our rain site at JFK Middle School and afternoon pick-up will be at JFK, not Look Park. If there are any questions to where the pick-up location is then please contact the Parks & Recreation Department's cancellation hotline (413)587-1044 or check out our website and go to the cancellation link. <https://www.northamptonma.gov>

How do I know if I should drop off/ pickup at the park or at JFK Middle School on a rainy day?

If there are any questions to where the pick-up location is then please contact the Parks & Recreation Department's cancellation hotline (413)587-1044 or check out our website and go to the cancellation link.

<https://www.northamptonma.gov>. If our field trip needs to be cancelled due to the weather, we will have back up plans for spending the day inside.

Can my camper request a friend in their group?

Yes, when you register you will have the opportunity to write additional notes for staff. We do our best to accommodate requests, however, it is not always possible.

How should my child dress each day?

Dress your children in T-shirts, shorts, socks and sneakers and a Jacket for cool mornings. *Please no sandals or flip flops.*

What should my child bring each day?

- A daypack. Your child is responsible for this bag and may be wearing it throughout the day, please keep this in mind while preparing the bag!!
- Comfortable and weather appropriate clothes and sturdy shoes they can play in, sneakers or close toed sandals, no flip flops!
- Refillable water bottle!
- Lunch - food will not be refrigerated, please provide a lunch box with a freezer pack, if needed.
- Snacks for both a mid-morning and afternoon snack break.
- Bathing suit, towel, and a reusable bag for wet swimsuits – We swim almost every day.
- Hat
- Spray Sunscreen/spray bug repellent.

Please label these items with your child's name. Every effort will be made to return the item to your camper!

What should my child NOT bring each day?

- Electronic devices of any sort. This includes, but is not limited to, cell phones, hand held video games, tablets, etc.
- Personal toys or anything that you do not want to lose or share with other campers!
- **The parks and recreation dept. is not responsible for lost or stolen items.**

Where is Lost and Found?

Please put your child's name on each item, every effort will be made to return it to your camper and/or contact you. We hold lost and found at the office, please feel free to stop in or call us. We are on the same property as JFK Middle School, on the right hand side. Our phone number is 413-587-1040. Once camp is over, a date will be set for all unclaimed lost and found to be donated. The Camp Director will be sending emails regarding this. **The parks and recreation dept. is not responsible for lost or stolen items.**

Are cell phones allowed at camp?

No, electronic devices of all kinds are not allowed at camp. Your camper can be reached at all time through camp staff. Call the Parks and Recreation Dept. at 413-587-1040, we can reach camp staff on phones and/or get to Look Park, JFK and Musante Beach within minutes, if necessary.

Will staff apply Sunscreen?

Even though there is a lot of shade at the park, the sun is strong. Our staff will not apply **lotion** sunscreen. Please apply sunscreen to your child each morning and our staff will remind the kids to reapply during the day. It is recommended to send your child with **spray sunscreen** that has a minimum of 25 SPF. We will encourage sunscreen use and we will assist kids with **spray sunscreen** only.

Should my child wear/bring mosquito/tick repellents?

Much of CAMP HAMP takes place in mowed, grassy areas and the majority of the time your child will not be in woods or fields with long grass. However, they will be hiking in woods and visiting beaches at State Parks where there are woods. You may want to apply bug repellent before your child's arrival to camp. You can send **SPRAY** bug repellents with your camper and staff will apply it.

Do I need to provide lunch or snack?

Yes, please provide your child with a lunch as well as two snacks. Lunches will not be refrigerated so please provide an ice pack with their lunch, if needed. Don't forget the refillable water bottle! We will encourage the campers throughout the day to drink water.

Note: Look Park and some state parks are **CARRY IN/CARRY OUT** facilities. This means that there are no trash or waste containers. Please keep this in mind while you pack your child a lunch.

Will the campers be indoors or outdoors?

CAMP HAMP spends much of their time outside at Look Park, Musante Beach, and at off-site field trips. It is important to provide them with a refillable water bottle and to apply sunscreen for those hot summer days. Please apply sunscreen before camp, and send spray sunscreen with them. Our staff can not apply sunscreen lotion but can spray them. Camp staff is well aware of the impact of too much sun on a child! They will make sure the children spend time in the shade and they will remind them to drink water. They will be inside for swimming at JFK Middle School pool and will spend the day inside on rainy days. There will be field trips to both indoor and outdoor locations.

What is your staff like?

We seek to hire caring, responsible, and positive leaders. We set high expectations for our staff to be the best role-models and to nurture an inclusive environment. Our wonderful staff consists of individuals who have degrees in Education, related fields or qualified candidates who are attending college and high school.

Are staff members trained?

Yes, our staff is required to attend two mandatory days of staff training where the staff is trained specifically for the program and age that they will be working with. In addition to the staff orientation, all Supervisor positions are certified in CPR, Epi-Pen administration and First Aid.

What is your staff to camper ratio?

We maintain a minimum 1:10 counselor to participant.

Are there criminal record background checks on staff?

Yes, Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks are done on all City Parks & Recreation Department staff members.

What happens on my campers first day?

Parents and children will be greeted by our staff at drop off, this is a good time to ask questions or share any concerns you may have regarding your camper. These camp staff members will be with your child the entire day and the entire week!! Weekly calendars created by camp staff will tell you what your child will be doing each day. You will either receive these calendars with your registration, or later by email. They are also available on our website on the [CAMP HAMP page!](#)

What if my child is nervous?

We anticipate that some children may be nervous and hesitant but please be assured that we will help with the transition. Be sure to speak with camp staff at drop off with any concerns you may have.

Will my child be swimming?

CAMP HAMP swims 3 days of the week at the Aquatic and Family Center at JFK Middle School, Musante Beach and at some of our off-site field trips. Each child will be evaluated for their swim ability by a certified lifeguard. There are lifeguards at the JFK pool, Musante Beach, and any lakes/bodies of water that we take field trips to.

When should my child wear his/her CAMP HAMP T-shirt given at camp.

Although your camper can wear their t-shirt any time, **participant's T-shirt must be worn on field trip days.**

If my child left something behind, what should I do?

Please label items with your child's name, we will make every effort to return it to your camper, or contact you via email to let you know we have it. We hold lost and found at the office, please feel free to stop in or call us. We are on the same property as JFK Middle School, on the right hand side. Our phone number is 413-587-1040. **The Parks & Recreation Department is not responsible for lost or stolen items.** Once camp is over, a date will be set for all unclaimed lost and found to be donated. The Camp Director will be sending emails regarding this.

Are there behavior rules and guidelines?

Yes, at our camps the safety and well-being of all campers and staff are our top priorities. We strive to foster a respectful, safe, and healthy environment. There are certain behaviors that are strictly unacceptable and not tolerated. Campers engaging in these behaviors may face immediate suspension or permanent expulsion from the program. Behaviors include: Physical violence, Verbal abuse, Bullying and Harassment, Foul language, Theft or Vandalism, Substance Abuse, Sexual Misconduct, Endangering Others, and Disregard for Camp Rules.

What are camper behavior expectations?

- Respect all participants, staff, equipment, and facilities.
- Participate in activities.
- Follow and be attentive to directions of staff.
- Stay with staff members and the group at all times.

What if my camper does not follow behavior rules?

Rules and regulations are in place to ensure everyone's well-being. Any camper who violates these core guidelines will face consequences. A meeting between the parents, site staff, and Camp Director may be needed. If concerning behavior persists and doesn't fall within camp rules and regulations, campers may be removed from the program. Lines of communication should be open between parents and staff to help eliminate negative behaviors. If your child has a specific plan, please inform staff so we can support the effort.

How will CAMP HAMP encourage good behavior?

Staff members will promote and encourage children to be respectful towards others. They will engage in activities that help create a positive environment that brings out the best in each child's character.

What if I have questions or need clarification on a policy?

We are here to meet the needs of each family. Please let us know of anything that we can do to make you and your child's experience one that they will remember fondly forever! Please make sure that you discuss any questions, concerns, or suggestions you may have about our program or your camper with the on-site summer program Director. If, after speaking with him/her, you still have concerns, please contact the Parks & Recreation Department at (413)587-1040 to speak with the Recreation Supervisor.