



**Celebrity Series** of Boston

Engaging ▪ Entertaining ▪ Enriching

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# AileyCamp Boston 2010 parent/guardian handbook

**Jeremiah E. Burke Public School**

60 Washington Street,  
Dorchester, MA 02121



# **AileyCamp Boston**

**July 1 - August 6, 2010**

Major support provided by:

**Jeremiah E. Burke Public School and  
Boston Public Schools Superintendent's Office**

### **Mission of Celebrity Series of Boston**

To present the best in the performing arts to the broadest possible audience, to create new works that bring artists and audiences together, and to engage young audiences in artistic experiences through performing arts-based education and community service programs.

### **Mission of AileyCamp Boston**

The mission of AileyCamp Boston is to utilize the art of dance in an atmosphere of warmth, respect and trust; to develop self-confidence, creative expression and critical thinking skills in young people ages 11-14. AileyCamp Boston does not aim to train students to be professional dancers, but to challenge the Campers to strengthen their sense of self.

# **AILEYCAMP BOSTON TABLE OF CONTENTS**

About the Handbook	4
About AileyCamp Boston	4
Classes	4
Field Trips	4
Rules and Regulations	4
Attendance	5
Calendar of Special Events	5
Phone Numbers	5
Policy re: Camper Disciplinary Action and Incident Reports	6
Early Release Policy	6
Transportation	6
Camper Attire	7
Holidays	7
Security	7
Medical Emergency Procedure	7
Accident or Injury Procedure	7
Policies & Procedures Manual	7
Fire Evacuation Plan	7
FAQ for Parents/Guardians	8-9
Supplemental Forms	10-27

## About the Handbook

The *AileyCamp Boston Parent/Guardian Handbook* will assist campers and their families, and supporters in gaining a more complete understanding of what AileyCamp Boston is all about. Families will learn more about what their youngsters will experience on any “*typical day*” at AileyCamp Boston. Supporters will comprehend how AileyCamp Boston empowers youth to be the best that they can be in their personal lives and as creative, contributing members of their communities.

## About AileyCamp Boston

AileyCamp Boston curriculum teaches creative thinking and problem solving skills in combination with activities that promote the development of strong minds and bodies. AileyCamp Boston utilizes the art of dance in the tradition of the Alvin Ailey aesthetic to develop self-confidence, creative expression and critical thinking skills in young people ages 11-14. The AileyCamp Boston 2010 season is scheduled for Thursday, July 1 through Friday, August 6. The daily schedule for campers is Monday through Friday from 8:30 a.m. to 3:00 p.m. AileyCamp Boston is located at the Jeremiah E. Burke Public School, 60 Washington Street, Dorchester, MA. AileyCamp Boston is free! Dance attire, transportation, field trips, breakfast, lunch, and snacks are provided for all campers daily.

## Classes

Each day of the camp, students will attend classes in classical ballet, modern, jazz, and tap; all of which are conducted by professional dance instructors. All dance classes are accompanied by both live musicians and recorded music. Creative Communications and Personal Development learning classes will also be offered.

## Field Trips

Friday field trips are recreational. These weekly outings are scheduled each Friday for the first three weeks of the camp. In addition to providing a wide range of fun activities, both AileyCampers and staff become well acquainted with each other outside of the regular assigned groupings.

**(See Calendar of Special Events)**

## Rules

The AileyCamp Boston Rules are as follows:

- Arrive on time each day
- Participate in each class
- Wear a clean uniform every day
- T-shirt and shorts/girls: leotard, tights & skirt/boys: tanks
- Girls wear hair pulled back in a bun or ponytail (no beads)
- No jewelry
- No headwear
- No swearing
- No gum/candy
- No cell phones
- No iPods
- No walkman/radios
- No game boys
- Respect all people and all property
- Empower and support each other in resolving conflicts
- Observe safety guidelines at all times
- FOCUS and always give AileyCamp Boston your personal best
- Affirm and communicate positive messages and listening skills
- Model positive attitudes

A breach of any of the AileyCamp Boston rules will require assistance from the parent/guardian in devising and formulating positive resolutions. Violence, threat of violence, drug or alcohol usage, will not be tolerated at any time. These and any other seriously inappropriate behaviors will result in dismissal from AileyCamp Boston. Guidelines for camper disciplinary action are included in this handbook. (See Policy Re: Camper Disciplinary Action and Incident Reports on page 6).

## Attendance

AileyCamp Boston has a strict policy on attendance. There is a great deal to be accomplished in six weeks. There is no time to “make up” missed work, nor do we want to place that degree of pressure on campers during what is intended to be a fun summer experience. AileyCampers are permitted only two excused absences, which may be applied to circumstances of illness or family crisis. AileyCampers cannot be absent on the first three days of camp, July 1, 2 and 5, or during the final week of camp, August 2–6, 2010. AileyCampers who repeatedly miss bus pick-ups due to late arrival, or who are absent three times will be required to attend a conference with the AileyCamp Boston Camp Director and their parent/guardian. A decision will be reached as to whether the AileyCamper will continue, or be released from the program. Each AileyCamper will be evaluated based on individual circumstances, personal commitment to the program, and in accordance with guidelines in the *Disciplinary Action Policy*. In the event of any absence (when prior notice has not been given to AileyCamp Boston staff), parents/guardians must call the AileyCamp Boston Program Manager at 617-368-0197, to report the camper’s absence. When the Program Manager does not receive a phone call, or if a camper does not arrive at the bus pick-up location, parents/guardians will **always** be contacted to determine the reason for the camper’s absence.

## Calendar of Special Events

DATE	TIME	EVENT
July 1	8:30 a.m. - 3:00 p.m.	1st Day of AileyCamp Boston
July 9	8:30 a.m. - 3:00 p.m.	Field Trip
July 13	Noon - 2:45 p.m.	Parent Open House
July 13	6:30 p.m. – 8:00 p.m.	Parent Night
July 16	8:30 a.m. - 3:00 p.m.	Field Trip
July 23	8:30 a.m. - 3:00 p.m.	Field Trip
July 30	8:30 a.m. - 3:00 p.m.	On-Site Camper Activities Day
August 5	7:00 p.m. - 9:00 p.m.	AileyCamp Boston Final Performance
August 6	8:30 a.m. - Noon	AileyCamp Boston Awards Ceremony & Graduation (campers only)

## AileyCamp Boston Important Numbers

617-368-0197  
917-573-9952

AileyCamp Main Number  
Emergency Phone Number

## Policy re: Camper Disciplinary Action and Incident Reports

AileyCamp Boston requires that campers adhere to guidelines that support the rules outlined in the Parent/Guardian and Camper contract; specifically as they relate to respect for self, respect for others, respect for property. AileyCamp Boston has established a policy for responding to non-compliance with the contract. In case of an offense one or more of the following will occur:

1. The camper will participate in a private meeting with the Group Leader. The purpose of the meeting will be to discuss the camper's actions, and assist the camper in developing positive alternatives to negative behavior. Following this meeting, the camper will meet with the Guidance Counselor, and have an opportunity to express, confidentially, his/her thoughts, feelings, in an atmosphere that is neutral in terms of the incident, and provides supportive listening and counseling to the camper. The Guidance Counselor will be asked to provide input to this meeting that may aid in creating a plan that will assist the camper in developing positive alternatives to negative behavior. A report of the incident will be logged, with a copy sent home to the parent/guardian, and a copy of the report will be placed in the camper's confidential file.
2. The camper will meet with the Camp Director and a parent or guardian to develop a behavior contract that mandates the camper to be absent from AileyCamp Boston for a 24-hour "reflective time out" period. The camper will not be permitted to attend the program for one day. This time away will be used by the camper as an opportunity to write journal entries that express his/her thoughts about the problem behavior, barriers to overcoming the behavior, revisit his/her reasons for participating in AileyCamp Boston, and any ideas he/she may about what assistance is needed in order to successfully complete the camp program. Upon return from a 24-hour "reflective time out," the camper will meet with the Guidance Counselor to review his/her journal entries and create strategies for developing positive alternatives to negative behavior. A report of the incident will be logged, with a copy given to the parent/guardian, and a copy of the report will be placed in the camper's confidential file.
3. The incident will be reviewed by the Camp Director and Guidance Counselor to determine if the camper will be released from the program. If the camper is asked to leave, the parent/guardian will be contacted immediately to arrange for the camper to leave the building. The camper may be separated from other campers and supervised in a quiet area to wait for parent/guardian arrival. A camper who is released from the program may no longer report to the campsite. A written notice of the camper's release, along with a copy of the incident report form will be given to the parent/guardian, and a copy will be placed in the camper's confidential file.

**Please note:** We expect that you or your designated emergency contact will be reachable during camp hours in the event that your child is released early from camp for disciplinary or medical reasons.

**IMPORTANT NOTICE:** *Everyone at AileyCamp Boston must be 100% confident of being in an environment that is physically and emotionally safe while at camp and on the bus. AileyCamp Boston has a **zero tolerance** policy in circumstances involving acts of violence, threat of violence, or other serious infractions against the person(s), or property associated with AileyCamp Boston. This includes behavior on the bus and contact via the internet. Internet intimidation via emails or social networking sites like Facebook or MySpace will be considered a threat of violence. Infractions of this policy will result in immediate dismissal from the remainder of the camp session. Parents/Guardians will be immediately contacted by telephone; a written incident report will be logged. One copy will be given to the parent/guardian. One copy will be placed in the camper's confidential file.*

### Early Release Policy

The AileyCamp Boston Program Manager must be notified 24 hours in advance of any request by a parent/guardian for early release of an AileyCamper from the program. The AileyCamp Boston administrative office telephone number is **(617-368-0197)**. Photo identification will be required of anyone picking up a camper from the building prior to normal dismissal. Parents/guardians are not exempt from this policy.

### Transportation

Transportation will be scheduled to ensure that pick-up times enable AileyCampers' to arrive by 8:30 a.m. AileyCampers will depart from the Jeremiah E. Burke Public School at 3:00 p.m. Parents/Guardians will receive schedules for bus pick-up and drop-off locations prior to the start of camp. Every effort will be made to select locations that are highly visible and safe for campers. The AileyCamp Boston administration would appreciate parents/guardians sharing information about any locations that may affect the safety and well being of the campers. AileyCampers will be expected to comply with the parent/guardian transportation plan completed at camper orientation. **Once a bus assignment has been made, AileyCampers may not voluntarily choose to switch pick-up or drop-off locations.** A written request to change the transportation plan must be submitted by the parent/guardian to the AileyCamp Boston Coordinator 24 hours prior to the start of the requested change. **AileyCampers who miss their bus transportation must comply with the guidelines established in the Special Contingency Policy. (See supplemental forms.)**

### Late Pickup Policy and Late Fee

AileyCampers must be picked up from camp at 3:00 p.m. everyday if they are not scheduled to take the bus. Parents/Guardians will be charged a **LATE FEE of \$1.00 per minute** starting at 3:06 p.m. payable on the day following the infraction. If the late fee is not turned in to the Program Manager, the camper cannot return to camp until the fee is paid. All late fees must be paid in cash.

## Food

Food Service is provided as part of the USDA summer food service program. Campers will be served breakfast, lunch and an afternoon snack free of charge. Food selection will take into account allergies and other food restrictions based on each camper's student medical information form. No gum, candy or soda is allowed at AileyCamp Boston.

## Camper Attire

AileyCampers will receive (2) AileyCamp Boston T-Shirts, (2) pairs of shorts; leotards and tights (girls); tank t-shirts (boys), (1) pair of ballet slippers, water bottles, and gym bags. These items will be handed out on the first day of camp. **AileyCampers are required to arrive at the camp each day in clean uniform dress.** Gym shoes may be worn to camp but will be replaced with appropriated dance shoes provided at each dance class. AileyCampers must take responsibility for bringing personal hygiene items such as washcloths and/or hand towels, and deodorant. AileyCampers are responsible for the care and cleanliness of their uniforms. **Campers should not wear or play in uniforms outside of the camp.** Shorts and damaged t-shirts will be replaced for the Final Performance. Damaged t-shirts, shorts, leotards or tights will only be replaced when the condition of the uniform is such that it limits the movement of the camper or otherwise discredits the representation of AileyCamp Boston. **A fee will be assessed for replacement of lost, or damaged uniforms.** Campers may not wear jewelry, headwear or bring candy, walkmans, iPods, cell phones or game boys to camp. Ballet skirts can be purchased on an individual basis.

## Holidays

There are no recognized holidays that occur during the AileyCamp Boston camp season. **AileyCampers are not allowed vacations or breaks during the six-week camp session. AileyCampers who violate this policy may be asked to leave the program.** The decision to accept a space in AileyCamp Boston should be made after carefully considering all possible schedule conflicts that may occur during the camp session. AileyCamp Boston empowers campers to make positive choices about how they may want to spend their time from July 1 – August 6, 2010.

## Security

The safety of AileyCampers and staff must be ensured at all times. Security staff will be available during operation hours. The Security desk is located on the first floor at the entrance to the Jeremiah E. Burke Public School. All AileyCamp Boston visitors, guests and parents/guardians, must check in with security personnel prior to being admitted to the AileyCamp Boston program area. **Photo identification will be required of any visitor, family member (including parents/guardians who are designated to pick-up campers from the building prior to normal dismissal). A 24-hour notification of early release must be submitted in writing to the AileyCamp Boston program manager or Camp Director by the legal parent/guardian.**

## Medical Emergency

Illness or injury that occurs prior to the camper leaving home must be communicated to the AileyCamp Boston Program Manager. A parent/guardian who suspects a communicable illness may have been contracted (e.g. strep throat, ring worm), should notify the Program Manager to report that the camper will be absent from camp. In all cases of infectious illness, campers **may not report to AileyCamp Boston without a written release authorization from a health care professional.** AileyCamp Boston has clearly defined guidelines for monitoring and treatment of *mildly ill* campers and camper referral for emergency room treatment. **(See supplemental forms.)** If a child has an epi-pen, please bring two on the first day: one to keep in the Program Manager's office and one to keep in his/her backpack.

## Accident or Injury

In the event of an accident or injury that occurs outside of the camp, the parent/guardian must obtain a written release authorization from a health care professional that states the camper's injury will not prohibit physical activity, or clearly indicates the limitations that have been placed on the camper. All release authorizations are subject to review by the AileyCamp Boston health care physician consultant, whose decision with respect to the camper's resumption of activities, will be the deciding opinion. AileyCamp Boston has clearly defined guidelines and procedures in the event of accident or injury. These policies are outlined in the *AileyCamp Boston Policies & Procedures Manual*. A written report of accident or injury will be delivered to parents/guardians on the day of the accident or injury. A copy will be entered into the camper's confidential file.

## Policies & Procedures Manual

The City of Boston Inspectional Services Department, Recreational Camps Division is the regulatory agency that grants a "permit to operate" to AileyCamp Boston. These guidelines regulate the overall safety and well being of all campers and staff. **A copy of this manual is on file and available for review in the AileyCamp Boston administration office. Personal requests for a copy of this manual may be made by parents/guardians at any time.**

## Fire Evacuation Plan

Information on this topic is outlined in the AileyCamp Boston *Policies & Procedures Manual*. (See Fire Evacuation Plan/Fire Drill Plan in the supplemental forms.) AileyCamp Boston Staff will review the fire & natural disaster plan, including procedures and building exits at the first day of AileyCamp Boston camper orientation.

## FAQ for Parents/Guardians

**Q: My child has been accepted into AileyCamp Boston but has not had a physical examination within 24 months preceding the start of camp. We do have an appointment for a physical three days after the first day of camp. Will my child be able to come to AileyCamp Boston on July 1?**

A: No. Applicants who are accepted into AileyCamp Boston **will not** be permitted to start the program without completing a physical examination within 24 months of the start of the camp season. A record of the examination **must be on file** with AileyCamp Boston, and should contain an updated immunization record, lists of all food, medicine, or environmental allergies, any required medications, and any health conditions or impairments which may affect the child's activities, other campers, or staff health while attending the camp.

**Q: My child has a medical condition that requires administering medication during the camp day. Will she/he be allowed to bring the medicine to camp and take it as prescribed by our pediatrician?**

A: Yes, your child will be able to receive either prescription or non-prescription medication during the camp day. There are strict guidelines for administering medication to AileyCampers. A written, signed parent/guardian authorization to dispense medication must be submitted for inclusion in the child's confidential file. If the medication is through prescription, a written order from the child's pediatrician is also required. Upon written request of the parent/guardian, a child may be permitted to administer his/her own medication. However, the medication will be kept in a locked storage container, and the child must be supervised in taking each dosage by the AileyCamp Boston health care supervisor. An example of this form of administering medication: a child with asthma may carry his/her own inhaler and use it as needed under the supervision of the AileyCamp Boston health care supervisor. Non-prescribed medication such as Tylenol may be dispensed to an AileyCamper if a written, signed parent/guardian authorization to dispense medication has been submitted for inclusion in the child's confidential file. In all instances situations where medication must be dispensed, the AileyCamp Boston physician health care consultant will review the written order from the child's pediatrician and the parent/guardian's request to authorized administering non-prescription medication. Only medication in the original pharmacy and manufactured containers may be dispensed. Detailed information on this topic may be found in the Policies & Procedures Manual.

**Q: How do you screen staff for AileyCamp Boston?**

A: Paid staff and interns at AileyCamp Boston are required to go through an extensive application and interview process. They must also pass a thorough criminal offender record investigation (CORI) and a sexual offender record investigation (SORI), submit letters of recommendation, and provide evidence of up-to-date physical examination and immunizations.

**Q: What type of medical staff is available to AileyCamp Boston?**

A: A physician health care consultant oversees the AileyCamp Boston health care policies & procedures. Lyle Micheli, M.D., Director of the Division of Sports Medicine, Children's Hospital is the AileyCamp Boston physician health care consultants of record. Emergency triage services are provided through the Children's Hospital. The AileyCamp Director and Program Manager are the on-site health supervisors, therefore are responsible to oversee the distribution process of dispensing over-the-counter medication. Mental Health Services are provided by an on-site licensed mental health counselor. Students are welcome to seek his services at any time during camp.

## FAQ for Parents/Guardians

### Q: Are there any items AileyCampers may not bring to camp?

A: Yes. Cell phones, game boys, pagers, iPods, jewelry (rings, bracelets, anklets, necklaces, dangling or hoop earrings) and money (other than for emergencies that may occur between home and bus pick-up, and bus drop-off and home). AileyCamp Boston cannot be responsible for loss or damages to personal items such as hand-held games, books, or miscellaneous toys. It is important to know that the amount of time AileyCampers will have to use these items is limited to time on the bus. Lockers are not provided. Personal items must be carried at all times in the AileyCamper's gym bag.

### Q: What can I do to support my child's involvement in AileyCamp Boston?

A: There are a variety of ways that you can support your child's involvement in AileyCamp Boston.

1. Read the **AileyCamp/Parent/Guardian Handbook** with your child. Review all of the guidelines and answer any questions your child may have.
2. Support your child's efforts by encouraging her/him to get plenty of rest each night, eat right and make healthy choices, maintain a clean uniform, come dressed and prepared to give 100% of their best efforts every time she/he comes to camp.
3. Support AileyCamp Boston basic rules and policies by reinforcing them with your children. For example, our policy does not permit jewelry to be worn during the six weeks of the camp season. Please make certain that your child leaves her/his jewelry at home in compliance with this policy. We appreciate your assistance in supporting our camp policies & procedures.
4. Attend as many of the family events as possible. If scheduling conflicts prohibit parents/guardians from attending an event, please encourage other family members to attend so the AileyCamper feels that her/his family is sharing this wonderful experience with them and the other camper families.
5. Encourage AileyCampers to be responsible in terms of daily attendance and punctuality. Positive habits that are established by AileyCampers during the six-week camp season will carry-over into the academic year. **Campers cannot be excused for such things as: family reunions, amusement park days, family vacations, parties, etc.** Participation in AileyCamp Boston is by invitation. The decision to accept the invitation is a commitment the AileyCamper and the parent/guardian makes. AileyCamp Boston staff are consistent in reminding AileyCampers that they are in the camp by choice, and this choice implies a commitment to participate fully. Scheduling outside camp activities should be taken into consideration prior to accepting a space in AileyCamp Boston.

### Q: May I come to AileyCamp Boston to observe my child's progress?

A: Parents/guardians may observe campers' progress during the "Open House" event on Tuesday, July 13th from noon to 2:45pm. AileyCamp Boston will be a very new and exciting experience, but it will also be a challenging transition for many campers. In order to support the campers' in learning to focus, we attempt to reduce the number of distractions that may become barriers to giving their full attention to what they must learn to do in a very short time.



## **Camp Supplemental Forms**

### **For your records:**

- AileyCamp Boston Parent/Guardian Program Contract and Permission Forms
- Policies & Procedures re: Arrival and Dismissal Special Contingency Plans
- Policies & Procedures re: Transportation Plan/Alternative Transportation Form
- Policies & Procedures re: Standing Order for Health Care and First Aid Emergencies
- Camper Medical Forms
- Camper Incident Report Form
- Policies & Procedures re: Fire Evacuation Plan/Fire Drill Plan



**EXAMPLE - FOR YOUR RECORDS**

## **AileyCamp Boston Program Contract (Parent/Guardian)**

I accept the scholarship given by the Celebrity Series of Boston for my child to participate in AileyCamp Boston 2010. Recognizing the importance of supporting my child, AileyCamp Boston staff, and all camp rules, policies and procedures, I agree and commit to give my best efforts to do the following:

- Support and encourage my child's participation in AileyCamp Boston by modeling positive attitudes and behavior.
- Recognize my child's need for rest and a nutritional meal plan outside of camp, and to encourage my child to follow plans that support these needs.
- Participate in AileyCamp Boston family activities, and/or ensure that other family member or family friend participates if I cannot.
- Encourage my child to persist, to never give up, to face new challenges, and to ask for help when he/she needs it.
- Be a cheerleader for my child's efforts at AileyCamp Boston. Encourage tolerance, responsibility, cooperation, and sensitivity for others.
- Ensure that my child attends AileyCamp Boston each day and is punctual in arriving at the bus pick-up location or the camp, if using alternative transportation.
- Review AileyCamp Boston policies and procedures for use of bus transportation services, and encourage my child to be always mindful of his/her safety and that of other campers and staff.
- Encourage my child to follow all rules, policies and procedures of AileyCamp Boston.
- Help my child to understand that AileyCamp Boston is a six-week commitment and in accepting the scholarship to participate, he/she commits to remain in the program from July 1–August 6, 2010.
- Respect and support the disciplinary decisions of AileyCamp Boston staff, and agree to pick-up my child promptly if he or she is asked to leave camp early for any reason.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
(Print) Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Name of Child



**EXAMPLE - FOR YOUR RECORDS**

## **Policies and Procedures**

### **Permission to Participate and Release of Liability**

**Name of Child** \_\_\_\_\_

I, \_\_\_\_\_, am the parent/legal guardian of the above-named child, and I give my consent and permission for him/her to attend AileyCamp Boston, a day camp program sponsored by Celebrity Series of Boston, Inc. I further give my consent and permission for the above-named child to engage in all AileyCamp Boston activities, including but not limited to:

- dance classes in ballet, modern, jazz and tap taught by professional dancers
- creative expression including creative writing, art and music
- personal development, conducted by AileyCamp Boston personal development instructors
- a variety of field trips and a final performance

I understand that AileyCamp Boston involves extensive heightened periods of physical activity including running, jumping, and floor exercise. There will be periods of emotional focus discussing teen/human issues such as family relationships, peer pressure, self-esteem, adolescent health and sexual responsibility, alcohol and substance abuse. I realize that with heightened physical and emotional activity, my child may experience fatigue and will require plenty of rest and nutritional meals throughout the course of the program. I understand that despite sound and appropriate practices and leadership by AileyCamp Boston staff, a guarantee of absolute safety is impossible. I understand that my child is obligated and expected to comply with all AileyCamp Boston policies and guidelines. I further understand that AileyCamp Boston staff may remove my child from the program at any time for non-compliance with program rules, and that at such time, my child must surrender the AileyCamp Boston uniform to the AileyCamp Boston office and no longer return to the facility which houses the AileyCamp Boston program.

I agree to forever release AileyCamp Boston and its sponsor, Celebrity Series of Boston, Inc., and all of its employees, officers, directors, board members, agents, volunteers and any and all individuals and organizations assisting or participating in any aspect of Ailey Camp Boston's activities ("the Releasees") from any and all claims, rights of action and causes of action that ever may have arisen or may arise in the future, directly or indirectly, from any personal injuries to my child or any other person, and/or any property damage whatsoever, resulting from my child's participation in any AileyCamp Boston activities. I also agree to indemnify, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that ever may have been asserted or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or any other person and/or any property damage whatsoever, resulting from my child's participation in any AileyCamp Boston activities.

I further affirm that I have read this Permission to Participate and Release of Liability and that I understand its contents. I understand that my child's participation in AileyCamp Boston is voluntary and that my child and I are free to choose not to participate in AileyCamp Boston. By signing this form, I affirm that I have decided to allow my child to participate in AileyCamp Boston with full knowledge that the Releasees will not be liable to anyone for personal injuries to my child or any other person and/or any property damage whatsoever, resulting from my child's participation in any AileyCamp Boston activities.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date



**EXAMPLE - FOR YOUR RECORDS**

## **Policies and Procedures**

### **Permission for Use of Camper Photos, Audio and Video Images and Artwork**

**Name of Child** \_\_\_\_\_

I, \_\_\_\_\_, am the parent/ guardian of the above-named child. I understand that AileyCamp Boston welcomes and appreciates having the opportunity to take and use photographs and audio and/or video recordings of campers for purposes of publicizing and promoting the AileyCamp Boston program and sharing what goes on at AileyCamp Boston with the broader community. I also understand that campers may create and share works of creative expression in the course of AileyCampBoston activities, which may also be useful for such purposes.

I give my consent and permission for AileyCamp Boston to create and take, and to publicly display and publish, photographic images and audio and/or video recordings of my child and his/her activities at AileyCamp Boston, and/or works of creative expression made by my child at AileyCamp Boston, for the above-described purposes. I disclaim any right to review or approve any materials prepared, displayed or published by or on behalf of AileyCamp Boston which may include any photographic, audio or visual images, recordings of my child or any expressive works made by my child.

I understand that AileyCamp will not release my child's name or contact information in connection with any published or publicly displayed images or recordings works of my child or of any expressive works made by my child, without my further express written consent.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date



**EXAMPLE - FOR YOUR RECORDS**

## **Policies and Procedures**

### **Field Trip Acknowledgement/Permission Form**

**Name of Child** \_\_\_\_\_

I, \_\_\_\_\_, am the parent/legal guardian of the above-named child. I have reviewed the schedule of AileyCamp Boston field trips, and I give my consent and permission for him/her to participate in each of the field trips described on this form. I understand that these plans may be changed, but that any changes will involve activities similar to those described above. I also understand and agree that these activities will require bus transportation that will be arranged through AileyCamp Boston. AileyCamp Boston has informed me that I will be notified in writing of field trip changes, and permission forms will be provided for my signature at that time. I have also been informed that breakfast, lunch and a snack will be provided on field trip days.

I understand that AileyCamp Boston campers will be taking field trips on three Fridays throughout the duration of camp.

Friday, July 9 – Bowling

Friday, July 16 – tbd

Friday, July 23 – Roller Skating

**\*Parent/Guardian Note:** Campers will arrive at the regular time of 8:30 a.m. on field trip days, and they will be dismissed at the regular dismissal time of 3:00 p.m.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date



**EXAMPLE - FOR YOUR RECORDS**

## **Policies and Procedures**

**105 CMR 430.211**

### **Special Contingency Plan For Children**

#### **Who Miss the Bus and/or Fail to Arrive For Camp Activities, Who Fail to Arrive At the Point of Pick-Up After Camp, Or Who Appear At Camp Without Being Enrolled**

If a camper fails to arrive at the designated pick-up location for transportation to AileyCamp Boston (misses the morning bus), the child is required to return to her/his home. Attendance is taken daily, immediately upon arrival at AileyCamp Boston. Parents/guardians of any camper who fails to arrive at AileyCamp Boston for a given day's activities will be contacted immediately. If the parents/guardians are able to transport the child to the AileyCamp Boston site promptly, the camper will be permitted to attend AileyCamp Boston on that day. If such transportation is not available, the camper will be marked absent for the program day. A record of the child's late arrival or absence will be noted in the daily **attendance log**.

Each parent/guardian must assume responsibility for determining how her/his child will return home upon release by AileyCamp Boston at the drop-off location (bus stop) following daily camp activities. As outlined on the **Transportation Plan/Alternative Transportation Plan Form**, each parent/guardian must specify in writing whether the child will be permitted to return home unsupervised or, if not, who will be authorized to meet and escort the child. **AileyCamp Boston relinquishes responsibility to the parent/guardian, or his/her designee, at the designated drop-off location.**

If a child fails to arrive at the AileyCamp point of pick-up by the afternoon bus following a given day's activities (misses the afternoon bus), or if an unenrolled child appears for camp activities, the parent/guardian will be contacted and required to pick up the child from the AileyCamp Boston site.

I have read this Special Contingency Plan and I understand it. I agree to instruct my child on the procedures outlined above, and to follow the guidelines of the Special Contingency Plan as it is described on this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
(Print) Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Name of Child



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

**105 CMR 430.211**

### **Transportation Plan/Alternative Transportation Form**

**Name of Child:** \_\_\_\_\_

1) \_\_\_\_\_ My child **WILL NOT** need transportation provided by AileyCamp Boston. My child will arrive at AileyCamp via \_\_\_\_\_ and will depart AileyCamp via \_\_\_\_\_

OR

2) \_\_\_\_\_ My child **WILL** need transportation to AileyCamp Boston.

My child will arrive at the bus stop to AileyCamp via:

(please check the approved method)

\_\_\_\_\_ Unsupervised walk

\_\_\_\_\_ Unsupervised MBTA

\_\_\_\_\_ Supervised walk: Escorted by: \_\_\_\_\_ / \_\_\_\_\_  
(Name of escort) (Relationship to child)

\_\_\_\_\_ Other: (please describe): \_\_\_\_\_

What will be the regular travel time from the child's home to arrive at the pick-up location? \_\_\_\_\_ (indicate travel time)

After reviewing the recommended bus pick-up/drop-off points, which Bus # and Stop will your child use? \_\_\_\_\_

AileyCampers will depart from the Jeremiah Burke High School at 3:00 p.m. for transport to the drop-off locations.

My child will return home from the drop-off location via: (please check the approved method)

\_\_\_\_\_ Unsupervised walk

\_\_\_\_\_ Unsupervised MBTA

\_\_\_\_\_ Supervised walk: Escorted by: \_\_\_\_\_ / \_\_\_\_\_  
(Name of escort) (Relationship to child)

\_\_\_\_\_ Other: (please describe): \_\_\_\_\_

I confirm and agree to the Transportation Plan outlined above for my child, and I acknowledge that I have read and understand the Special Contingency Plan.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

### **Standing Order for Health Care and First Aid Emergencies**

#### **Care plan for mildly ill children:**

If a child arrives sick or becomes sick during the camp session, she/he will be placed in a quiet area in the program facility to rest. Depending on the seriousness of the symptoms, the child's parent/guardian may be called to pick her/him up from the camp. For the protection of other children and staff, children must be kept at home if any of the following symptoms are present:

- Temperature of over 100 degrees orally.
- Intestinal illness accompanied by diarrhea or vomiting.
- Any medically undiagnosed rash.
- Discharge from eyes or ears, or profuse nasal discharge.
- Open, non-treated wounds or sores.
- Sore throat or persistent cough.

#### **Infection Control:**

To prevent illness from spreading, AileyCamp Boston will adhere to the following procedures:

- Children will be encouraged to cough/sneeze toward the floor while covering their faces with a hand or cough/sneeze into a tissue.
- Staff and children will wash their hands before beginning the day, before preparing, handling, or eating food, after using a tissue or after contact with any body secretions.
- Children will not share cups, spoons, etc. Disposable plates, cups, spoons, etc. will be used for meals and snacks.
- Children will not share personal items such as hats, hair combs, etc.
- All staff and children will learn and follow the hand-washing procedure of using liquid, powder, or bar soap under running water with friction. Hands will be dried with disposable paper towels.

#### **Plan for emergency treatment of illness or injury:**

If a child appears to be seriously ill or injured, the AileyCamp Boston on-site health supervisor will contact the pediatric triage nurse at the Children's Hospital emergency care unit. If, upon the advice of the emergency triage staff and/or in consultation with the physician health care consultant, it is determined that the child does not need to be seen immediately at the hospital, the child's parent/guardian will be notified. Upon notification, the parent/guardian shall pick up the child and transport her/him to the hospital for follow-up examination at a later time.



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

### **Standing Order for Health Care and First Aid Emergencies**

#### **Plan for emergency treatment of illness or injury *(continued)*:**

If, upon the advice of the emergency triage staff and/or in consultation with the physician health care consultant, the child's emergency need is immediate, the Camp Director will accompany her/him via ambulance transport to the hospital. The Program Manager will immediately notify the child's parent/guardian, who will be asked to meet the child and the Program Manager and/or Camp Director at the hospital emergency room. In either case, a report of illness or **injury/accident** will be recorded in the central **first aid log**, copies of the report will be given to the parent/guardian, and one copy will be placed in the child's confidential camp file.

#### **Emergency authorization for medical care:**

Every effort will be made to contact the parent/guardian in the event of an emergency requiring medical attention for a child enrolled at AileyCamp Boston. Parent/guardian will place on file with the camp a signed consent release stating that if the parent/guardian cannot be reached, AileyCamp Boston is authorized by the parent/guardian to transport the child by ambulance to the hospital indicated as the health care consultant facility (Children's Hospital), or to the nearest hospital. The emergency health care authorization also permits AileyCamp Boston staff to secure any/all necessary medical treatment that may be required. The parent/guardian acknowledges that AileyCamp Boston staff are certified in the basics of first aid/CPR, and authorizes AileyCamp Boston staff to give the child first aid/CPR when appropriate.

#### **Emergency procedures if parent/guardian cannot be contacted:**

The emergency contact person listed on the camper's parent information form will be called if neither parent/guardian can be reached.

#### **Procedure for utilizing first aid equipment:**

First aid kits, first aid manuals and copies of the health care policies will be kept in the main administrative office, in each of the classrooms, and in the cafeteria. The location of all kits will be posted in all areas of the AileyCamp Boston program space. Only staff that are certified in "standard first aid" will administer first aid. The Program Manager will monitor the kits on a weekly basis during each week of the camp program. A checklist of items needed is posted with each kit. The contents of the first aid kit will include:

adhesive tape	band-aids	bandage compress	thermometer
syrup of ipecac	tweezers	scissors	instant cold pack
gauze pads	gauze roller bandage	disposable latex gloves	



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

### **Standing Order for Health Care and First Aid Emergencies**

#### **Procedures for Dispensing Medication:**

A child who is to be given medications (prescription or non-prescription) while at AileyCamp Boston, must have on file a written, signed parent/guardian authorization to administer medication consent form. A written order from the child's physician is also required. A **Medication Log** will be kept to record the date, time, and dosage, as well as the initials of the health supervisor administering the medication to the child. This log will be kept in the main administrative office during the course of the camp. A copy of the record will be kept in the child's personal camp file. The AileyCamp Boston health supervisor with the following exceptions will administer all medications:

- Upon written request of the parent/guardian, and with written approval of the AileyCamp Boston physician health care consultant, a child may be permitted to administer her/his own medication under the supervision of the on-site health care supervisor.
- Upon presentation of a written parent/guardian consent and a letter of authorization from the child's physician, a child with asthma may carry her/his own inhaler and use it as needed under the supervision of the on-site health care supervisor.

#### **Location and Storage of Medication:**

Medications prescribed for campers shall be kept in original containers bearing the pharmacy label which shows the prescription number, date filled, physician's name, name of medication, directions for use and the patient's name. All other over the counter medications for campers shall be kept in the original containers containing the original label. All medications prescribed for campers that do not require refrigeration shall be kept in a locked storage compartment in the AileyCamp Boston administrative office and shall only be administered by the on-site health care supervisor. Medication prescribed for a camper that is brought from home shall only be administered if it is from the original container. Written permission from the camper's parent/guardian, and the AileyCamp Boston physician consultant must be on file prior to dispensing of any medications. Medications that need to be refrigerated will be kept in a locked refrigerator in the office of the AileyCamp Boston administrative office. All unused medication will be returned to the family or destroyed when no longer needed.



**EXAMPLE - FOR YOUR RECORDS**

## Policies & Procedures Camper Medical Information

Name of Child \_\_\_\_\_  
 Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_  
 Parent or Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Business Address \_\_\_\_\_ Phone \_\_\_\_\_

**If not available in an emergency, notify:**

#1 Name/Address \_\_\_\_\_ Phone \_\_\_\_\_  
 #2 Name/Address \_\_\_\_\_ Phone \_\_\_\_\_

**Name of Family Physician** \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_

**Name of Dentist/Orthodontist** \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_

**Name of Medical/Dental Insurance Company** \_\_\_\_\_

**Insurance Plan/Group ID Number** \_\_\_\_\_

**Health History: Please check a box for each. If yes, please explain in the indicated area.**

Asthma	Yes No	_____
Frequent Ear Infections	Yes No	_____
Heart defect/Disease	Yes No	_____
Convulsions/Fainting Spells	Yes No	_____
Diabetes	Yes No	_____
Bone or Joint Disorder	Yes No	_____
Bleeding/Clot Disorder	Yes No	_____
Allergies		
Hay fever	Yes No	_____
Ivy Poisoning	Yes No	_____
Insect Stings	Yes No	_____
Penicillin	Yes No	_____
Food	Yes No	_____
Other Medicines	Yes No	_____
Diseases: Please list approximate	<b>date of disease OR date of immunization</b>	
Chicken Pox	Yes No	____/____/____
Measles	Yes No	____/____/____
German Measles	Yes No	____/____/____
Mumps	Yes No	____/____/____
Date of Last Physical		

**List and give dates for the following:**

Operations or serious injuries	_____	____/____/____
Chronic/recurring illness	_____	____/____/____
Special medical needs related to chronic illnesses	_____	____/____/____
Special dietary needs related to chronic illnesses	_____	____/____/____
Other diseases or details of above	_____	
Special activities to be encouraged	_____	
discouraged	_____	

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date of Signature**



**EXAMPLE - FOR YOUR RECORDS**

## **CURRENT MEDICAL HISTORY**

**Name of Child:** \_\_\_\_\_

Please check YES or NO to each of the following, provide the requested information, and sign and date this form below.

**Allergies:** YES \_\_\_\_\_ / NO \_\_\_\_\_

If your child has any allergies, please identify every such allergy and describe the appropriate measures to be taken in the event that the child experiences an allergic reaction: \_\_\_\_\_

**Medication(s):** YES \_\_\_\_\_ / NO \_\_\_\_\_

If your child is taking medication(s), you must provide a signed and dated physician's statement that authorizes AileyCamp Boston supervisory staff to dispense medication(s) to your child during the camp day and/or authorizes your child to self-administer medication(s) (example: asthma inhalers). **Please bring this physician's statement to the orientation meeting.** Prescribed medication brought from home will only be administered if it is from the original container and there is written permission from the parent/guardian. Please describe your child's medication(s), the condition(s) for which your child takes the medication(s), as well as the directions (e.g. on empty stomach, with water), dosage, frequency, and storage requirements. \_\_\_\_\_

**Health Conditions or Impairments, Including Any Physical, Mental, Developmental or Learning Issues, Which May Affect The Child's Activities At AileyCamp Boston:** YES \_\_\_\_\_ / NO \_\_\_\_\_

Please identify and describe the nature and extent of any health conditions or impairments of any kind which may affect your child's activities at AileyCamp Boston. If any special treatment is required to address such conditions or impairments (either as a routine matter or in case of any incident or emergency), you must provide a signed and dated statement by your child's treating physician or specialist that describes with specificity the prescribed medical plan, treatment or other approved measures to be taken. **Please bring this physician's or treating specialist's statement to the orientation meeting.**

**Dietary Restrictions or Any Other Health Issues:** YES \_\_\_\_\_ / NO \_\_\_\_\_

Please describe any applicable dietary restrictions or any other health issues of any kind: \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures Family Information Form**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

### **Parent/Guardian Information**

(1) Parent/Guardian Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Phone # \_\_\_\_\_ Business Address \_\_\_\_\_  
EMAIL \_\_\_\_\_

(2) Parent/Guardian \_\_\_\_\_ Relationship to child \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Phone # \_\_\_\_\_ Business Address \_\_\_\_\_  
EMAIL \_\_\_\_\_

*If parent/guardian cannot be reached in case of emergency, AileyCamp Boston is authorized to call:*

### **EMERGENCY CONTACTS**

(1) Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Phone # \_\_\_\_\_ Business Address \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone # \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Cell Phone/Pager # \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Phone # \_\_\_\_\_ Business Address \_\_\_\_\_



**EXAMPLE - FOR YOUR RECORDS**

**Policies & Procedures  
105 CMR 430.150  
Emergency Health Care Authorization Form**

**Name of Child** \_\_\_\_\_

I, \_\_\_\_\_, am the parent/legal guardian of the above-named child.

In the event of an emergency requiring medical attention for my child, I understand that every effort will be made to contact me. However, if I cannot be reached, I authorize AileyCamp Boston to transport my child by ambulance to (a) Children's Hospital, or (b) the nearest hospital, and to secure for my child all necessary medical treatment until such time as I, or my designated representative, can arrive at the hospital.

I further understand that certain AileyCamp Boston staff have been trained and certified in the American Red Cross Basic Standard First Aid/CPR. I hereby authorize AileyCamp Boston staff holding this certification to give my child first aid and/or CPR when appropriate.

I will update AileyCamp Boston if there is any change to the contact information I have placed on file for my designated emergency contact representative or myself.

\_\_\_\_\_  
**Parent /Guardian Signature**

\_\_\_\_\_  
**Date**



**EXAMPLE - FOR YOUR RECORDS**

**Policies & Procedures**  
**105 CMR 430.160**  
**Authorization To Administer Medication to Campers**

(To be completed by parent/guardian)

Camper Name \_\_\_\_\_ D.O.B./Age \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ Business/Cell \_\_\_\_\_  
Relationship to camper \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Emergency Contact Name \_\_\_\_\_ Business/Cell \_\_\_\_\_  
Relationship to Camper \_\_\_\_\_ Home Phone \_\_\_\_\_

**Please list all food/drug/environmental allergies:** \_\_\_\_\_

Name of medication \_\_\_\_\_ Dosage \_\_\_\_\_ Expiration date \_\_\_\_\_

How often must medication be taken? \_\_\_\_\_ Is your child authorized to self-medicate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Physician Name \_\_\_\_\_ Telephone \_\_\_\_\_

Amount to be given at camp \_\_\_\_\_

Describe any special storage requirements (e.g., refrigeration): \_\_\_\_\_

Describe any specific directions or special precautions for administering medication (e.g. "take on empty stomach/with food): \_\_\_\_\_

Describe any possible side effects/adverse reactions: \_\_\_\_\_

**ALL PRESCRIBED MEDICATIONS BROUGHT FROM HOME MUST BE KEPT IN THE ORIGINAL CONTAINER BEARING THE PHARMACY LABEL.**

List other medications the camper may take (at parent's discretion, e.g. Tylenol for minor headaches): \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures Camper Incident Report**

Camper Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Report submitted by: \_\_\_\_\_

1. Was there physical injury to anyone as a result of the incident? \_\_\_\_ Yes \_\_\_\_ No

2. Who was involved in the incident? \_\_\_\_\_  
\_\_\_\_\_

3. Describe what happened: (use additional pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What action was taken to bring the incident under control? \_\_\_\_\_  
\_\_\_\_\_

5. What "action plan" will be implemented to resolve the incident? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Was the camper referred to the AileyCamp Guidance Counselor? \_\_\_\_ Yes \_\_\_\_ No

7. Was a parent/guardian conference requested? \_\_\_\_ Yes \_\_\_\_ No

8. If yes, when will the conference take place? \_\_\_\_\_

9. Will the camper be required to remain home as a consequence of the incident? \_\_\_\_ Yes \_\_\_\_ No

10. If yes, what is the date of the "time out"? \_\_\_\_\_

11. When may the camper return to the program? \_\_\_\_\_

Copies to: \_\_\_\_ Camper file  
\_\_\_\_ Incident log

\_\_\_\_ Camper parent/guardian  
\_\_\_\_ Camp Director



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

### **Fire Evacuation Plan/Fire Drill Plan**

All staff will memorize the following guidelines and review them with the campers. In case of an emergency, everyone **SHALL REMAIN CALM**. The Program Manager shall be responsible for ensuring that all members of the evacuation leadership team immediately assume their positions. All members of the staff evacuation team will ensure that every child, staff member, and volunteer exits the facility in an expedient, calm and orderly fashion. The Program Manager will ensure that all persons have exited the facility **promptly and properly** before leaving the facility. In the case of a **fire emergency**, evacuation staff will observe the following procedures simultaneously to group leaders proceeding to evacuate children from the building:

- Stop whatever you are doing.
- Notify anyone in the immediate area of danger.
- Close doors to confine the fire/smoke, but do not lock them.
- Activate or request that someone else activate a manual fire alarm station.

**Call the Fire Department by dialing 911, and give the following information:**

- a) Building name and address (Burke School, 60 Washington Street in Dorchester)
  - b) Nearest cross street (Washington Street and Wilder Street)
  - c) Location of fire in the building (floor number, room number)
  - d) Known information about the fire/smoke
  - e) Caller's call-back number  
(Do not hang up until the emergency service operator does so)
- Expediently line up all children in your group.
  - Take a head count (attendance) of each camper and staff member
  - Encourage children to remain calm and quiet.
  - Lead children out of the building, following the emergency exit signs posted at each area exit door.
  - Outside the building, make sure all children and staff members are away from the building. AileyCamp Boston staff will escort children across the street to the **New Faith Church** parking lot located on Geneva Avenue between Normandy Street and Wilder Street.

Upon arrival at this location, a second head count of all children, staff and interns will be taken. It will be positively determined that all children, staff and interns have been accounted for.



**EXAMPLE - FOR YOUR RECORDS**

## **Policies & Procedures**

### **Fire Evacuation Plan/Fire Drill Plan (*cont.*)**

**Fire Drill Management:** The fire drill, or in the event of an actual emergency situation, will be managed by the Jeremiah E. Burke Public School operations director on duty. In lieu of the operations director, the Program Manager and Camp Director for AileyCamp Boston will be responsible for their program, and report to the security representative on duty.

**IMPORTANT** - Children and staff will wait for an **"all clear"** from the fire department, the Program Manager and Camp Director before reentering the building. All areas/rooms have an evacuation exit plan posted at the emergency exit door.

**Fire drills** must be conducted within 24 hours of the beginning week of camp orientation for staff and children, and within the first week of every new month of operation. The Program Manager will document the dates, times and effectiveness of the drills. This information must be recorded in the **fire drill log**, which will include a copy of the **fire drill/emergency exit plan**.

## Notes



**Celebrity Series** of Boston

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# AileyCamp Boston 2010 parent/guardian handbook

**Jeremiah E. Burke Public School**

60 Washington Street,  
Dorchester, MA 02121

AileyCamp Boston complies with regulations established by the Massachusetts Department of Public Health and is licensed by permit through the City of Boston, Division of Inspectional Services.

