

## Camp Marshall 2023 Parent Camper Handbook



This handbook has been put together to help parents and campers prepare for an exciting experience with us at Camp Marshall. We recognize that parents and children have many choices when choosing a summer program and we appreciate you giving us the opportunity to provide a fun, safe, and supportive environment in which to grow. Please read this handbook carefully and contact us if you have any further questions.

**Please note:** There have been some minor changes to this handbook from years past. If you are a returning camper we ask that you read through all materials. Thank you.

---

**Sunday Registration for Overnight Campers:** *2:30 pm.* Campers and parents will report to Andrews Hall upon arrival. All paperwork should be submitted to campdocs prior to arrival, at check in, any camper whose paperwork is incomplete may be refused entry to camp.

Campers and parents will then move to the Health Care Supervisor/Nurse and they will review necessary health forms, medications forms, and take any medications as needed, a simple head check will also be done. Campers will be given their cabin assignments at this time.

Campers and parents will then take luggage and belongings to the assigned cabin where counselors will be waiting to help everyone move in. Parents will leave after moving in.

Swim tests will be given to all overnight campers on Sunday afternoon, weather permitting. After moving in, all cabins will change and go to Waterfront for their swim test, all campers must swim test in order to enter Waterfront for the week, swim tests cannot be completed throughout the week unless rescheduled due to weather.

All camp activities for the week will be picked Sunday evening.

**Camp Marshall**  
**2023 Parent Camper Handbook**



**Sunday Registration for Bring Your Own Horse:** Offered weeks 6 and 7 only. Horses check in at the barn between 1:00-1:30pm. All horse paperwork must be returned to camp prior to arrival.

To protect all of our horses on property, a horse may not get off of the trailer until proper paperwork is given.

After your horse is settled you may proceed to Andrews Hall at 2:30 to check in your camper. For your convenience there is ample parking where trailers may stay for the week if you wish, however please know that Camp Marshall is not responsible for any damages or theft of your vehicle while on our property.

**Monday Registration for Traditional Day Campers:** When day campers come in on Monday, between 7:00 to 8:00 am (flag is at 8:00), campers and parents should report to Andrews Hall upon arrival, at this time necessary forms will be filed.

Campers and parents will then move to the Health Care Manager/Nurse and he or she will review necessary health forms, medications forms, and take any medications as needed, a simple head check will also be done.

Campers will be given their group assignments at this time. All camp activities for the week should have been picked on-line or mailed prior to arrival. Campers will head to meet the staff and enjoy a great Camp Marshall breakfast to start their day.

*Day campers will have a swim test during their Monday swim period.*

**Horse Campers: (Day & Overnight)** All horse campers will have a riding evaluation Monday morning after breakfast. Campers are assigned a riding group, an instructor and a horse based on their riding abilities, never based on age. All Campers' lessons will be with a certified licensed instructor by the State of Massachusetts.

Horse campers will be assigned cabins with other campers in the horse program, cabins do not mix programs, all campers must be within 2 years of each other.

## Camp Marshall 2023 Parent Camper Handbook



Horse campers receive breakfast early to ensure ample time at the barn in the mornings for riding lessons before lunch, all day campers must check in between 7:00 and 7:30am to be on time for breakfast and riding lessons. Please be sure your day campers arrive each morning dressed appropriately in riding clothes and ready for the barn.

All campers must wear appropriate riding and barn gear each day, including an ASTM/SEI approved helmet (within 5 years) at all times when at the barn and mounted. While riding pants are recommended, jeans are also acceptable for riding, leggings/sweatpants/pajamas etc. are not acceptable riding clothes. Campers must ride in a T-Shirt or long sleeve shirt, no tank tops are allowed. For all riding lessons, campers must wear an appropriate riding boot or a boot with a ½ to 1 inch heel, boot heels may not exceed 1 inch and all boots must be made of leather or another comparable durable material that is **not** rubber based. Campers are allowed to wear paddock boots or muck boots while unmounted, the boot must fully cover the campers ankle at all times.

Please note that Camp Marshall reserves the right to switch your camper to Traditional programs or excuse them from Camp entirely if any behaviors pose a safety risk to our staff, fellow campers or horses. Any/all incidents will be communicated to the parent/guardians.

**Mini Campers:** Follow procedure for overnight camp registration. If you are planning on giving your camper the option of completing the week please communicate your camper's options to the staff members when you check in and pack them with enough supplies for the entire week. On Tuesday prior to lunch we will ask those mini campers if they would like to stay for the remainder of the week. We will call all parents Tuesday at lunch (12:00-12:45) to confirm whether their camper is staying or going home. If your camper wishes to stay and has been approved, you will be invoiced the remaining balance, please pay this invoice prior to picking up your campers. Pick up will be after dinner on Tuesday at 7pm for those that wish to go home. If your camper is staying through the week, follow Friday's pick up procedure.

---

## Camp Marshall 2023 Parent Camper Handbook



**Camp Store:** Parents may create an optional store account at registration/check in (cash, credit cards, and checks are accepted) that campers can use each day for our General Store. Each camper has their own camp store account which is processed each day to avoid overdraft. The purpose of the General Store is to provide an opportunity for campers to purchase a different variety of snacks, all items in the store are peanut free. Please note that campers will receive a snack each afternoon, regardless of having a camp store account or not. Parents can add funds as needed throughout the week through our online system. Camp Apparel can be purchased through our website: [www.campmarshall.net](http://www.campmarshall.net)

**Programs & Activities:** A week at Camp Marshall in the Traditional offers a variety of programs and activities. Programs should be chosen by the day campers online at least 2 weeks prior to arrival, overnight campers will choose classes Sunday evening.

**Weather:** Unfortunately, we at Camp Marshall can do many things but controlling the weather is not one of them. We do our best to keep our daily schedule for all our programs but must put the safety of our campers and horses first. We reserve the right to alter the schedule as needed according to the weather each day of camp. Based on the heat index, additional swim periods and water based activities will be added.

Equestrian campers are not allowed to ride during thunder/lightning, a heat index greater than 85 degrees Fahrenheit or any other unsafe weather circumstances and are not allowed at the barns during a tornado watch/warning. The safety of our campers and horses is our top priority. We try very hard to ensure the maximum amount of riding time for all campers.

However, in the event of canceled riding lessons, campers will be given an unmounted lesson instead where the safety of the riders, staff and horses are taken into consideration.

## Camp Marshall 2023 Parent Camper Handbook



**Living Accommodations:** Our rustic cabins do not have electricity. Cabin assignments are made in the best interest of the camp, your camper, and other campers.

Cabin assignments are completed well in advance of camp sessions and campers are assigned to cabins by their age and program. Cabins will have at least one staff member per cabin. Staff do their best to accommodate cabin mate requests but they are never guaranteed.

Cabin Mate requests must be made by **both/all campers**, no more than one year apart in age and in the same program. Cabin mate requests must be sent in with applications. CITs are not allowed to make cabin mate requests, as living with various age groups is a requirement of their training. Please keep in mind that campers are never far apart and spend much of their day in activities together.

**Homesickness:** Spending the night away from home is a significant milestone and rite of passage that is important for children to achieve. Camp is a perfect environment to do this! We recognize, however, that some campers will struggle with feelings of homesickness from time to time.

1. First, please do not promise your camper that if they do not wish to stay at camp that they can call you and you will come immediately to pick them up and bring them home. By making such a promise, the message is sent that you believe that your camper is unable to achieve this very important goal and their focus will be on going home rather than enjoying camp.
2. Second, take the time to talk about camp with your camper and what they can expect during their time with us. Talk about the daily schedule, food offerings, programs, and extra activities. A visit to camp prior during one of our scheduled open houses would be a good experience to help prepare for their upcoming week away from home. Familiarity with camp will increase their comfort level and decrease the chance of them becoming homesick. Please visit our website or Facebook page for Open House dates, if you are unable to attend any of the scheduled dates, please call the main office at (508)-885-4891 to schedule a tour if you wish. Please allow approx. 1 week for scheduling.

## Camp Marshall 2023 Parent Camper Handbook



3. Third, send a few familiar objects with your camper such as a favorite blanket, pillow, or stuffed animal. This will certainly make your child more comfortable while at camp. In our experience, campers display more signs of homesickness at night when they are tired and not as busy. Keeping the bedtime routine as similar to home as possible by sending these objects could be the key to a successful week at camp for your camper.

Staff members are trained in how to communicate effectively with children who are struggling with homesickness and will do everything in their power to make your camper comfortable and happy. If our efforts do not appear to alleviate these symptoms, a member of the Admin Team will determine whether we need to contact you to see how you want us to proceed. We will make late night phone calls to parents only in emergency situations. Should your camper become a detriment to themselves or others, a member of the Admin Team will contact you to determine their suitability to remain in their program. Please be sure you have utilized the Successful Camper page from our website to determine program suitability for your child. Refunds for homesickness are not issued.

**Miscellaneous:** Please review the successful camper page of our website (<https://www.campmarshall.net/copy-of-faqs>) prior to registering your camper for a specific program to ensure that the program will be a good fit for your camper.

---

### What to Bring to Overnight Camp

- Please label everything!
- We are outside in all weather as long as it is safe. Please bring plenty of outdoor clothes and pay attention to the weather forecast.

#### Personal Items:

- Large towels (4), washcloth/loofah, comb/hairbrush
- Toothpaste/toothbrush, soap, body wash
- Shampoo/Conditioner, deodorant, insect repellent (**no** aerosol spray cans)
- Sunscreen and chapstick
- Reusable water bottle - must be labeled
- Flashlights/Lanterns w/ extra batteries (there is no electricity in the cabins)

## Camp Marshall 2023 Parent Camper Handbook



### Clothing:

- T-shirts
- Sweatshirts, light jacket
- Shorts
- Long pants
- Socks
- Underwear
- Pajamas, nightshirt
- Swim suit
- Hat/bandana
- Apparel per theme week if desired
- Rain gear, umbrella

### Horse Camp: (in addition to items above)

- Long Pants (jeans or riding pants only!)
- Riding Boots (must have ½-1 inch heel, be leather or a compatible material)
- An ASTM/SEI Helmet (must fit camper correctly and be within 5 years of MD)
- Extra T-Shirts (campers may not ride in tank tops of any kind)
- Muck Boots (can be worn when not riding, not required)
- A reusable water bottle (campers must have their water bottle to ride)
- Please **do not** pack your camper with any private tack or other equipment (saddle, bridle, grooming equipment, crops etc.) as well as no treats or feed of any kind.

### Footwear:

- Sneakers (closed toe/closed heel, no Crocs, sandals or flip flops)
- Rain Boots
- Shower Shoes (for showering and waterfront only)
- Extra Socks

### Bedding:

- Sheets (twin sized, bottom sheet required for sleeping bags)
- Sleeping bag or blankets
- Pillow and pillowcase
- **\*\*Please pack an extra blanket in case your camper gets cold, if your camper is not sent with adequate bedding you will be required to purchase bedding either from Camp or at the nearby Walmart\*\***

## Camp Marshall 2023 Parent Camper Handbook



### Miscellaneous: (Optional)

- Inexpensive camera
- Writing paper, envelopes, stamps, pen
- Laundry bag
- Clothespins (camp will provide clothesline)

There are no laundry facilities available to campers for regular use, bedding and clothing items soiled in bedwetting incidents or other accidents will be laundered at the nurses station and returned to the camper in a discreet manner.

### Camper Dress Code:

- Clothing must not depict drugs, alcohol, offensive or foul language, violence, degrade or demean others or otherwise deemed inappropriate content.
- Shirts must be tasteful, must ensure torsos and midriff are not viewable and be worn when not at the waterfront or participating in water games. Tank tops allowed outside of the horse camp area, shoulder straps must be a minimum of 2 finger widths wide.
- Shorts, pants or skirts must cover the entire butt and be worn when not at the waterfront.
- Bathing suits must be appropriate, tasteful and functional in an active waterfront environment. Bikinis are allowed, thong style bottoms are not allowed.
- Long pants and appropriate boots must be worn when horseback riding.
- Acceptable boots and an approved helmet must be worn in all horse areas
- Acceptable sneakers or boots must be worn in all farm barn areas.
- Campers are expected to dress their feet with environmentally appropriate, closed toed closed heeled protective footwear. (Crocs, flip flops and other open styled sandals are not allowed with the exception of at waterfront and for showering)



# Camp Marshall

## 2023 Parent Camper Handbook



### What to Bring to Day Camp

- Swimsuit
- Water bottle- labeled
- Extra clothing
- Towel
- Raincoat
- Hat/bandanna
- Jacket or sweatshirt
- Sunscreen/lip balm
- Flip flops (optional, Waterfront area only)
- Insect repellent (no aerosol spray cans)
- Backpack

### Medications

All prescribed medications must have the child's name, the name of the medication, and the correct dosage in the original bottle. All campers with over the counter medication or prescription medication must meet with the healthcare team upon check in. All medications must be given to the healthcare team.

---

### What NOT to Bring to Camp:

**Weapons:** Do not bring weapons of any kind to camp, Camp Marshall reserves the right to search and seize personal items if possession of weapons is suspected. This is for the safety of other campers. This also includes pocket knives. Please know that our counselors are allowed to carry pocket knives to use during daily camp activities as needed, they must follow specific guidelines throughout the summer and are not allowed to share or give their pocket knives to campers or others.

**Drugs, Alcohol, or Tobacco Products:** Camp Marshall reserves the right to search and seize personal items if possession of illegal drugs, alcohol, nicotine, or tobacco products is suspected. This includes electronic products. Any camper, including the LITs or CITs, will be immediately dismissed if illegal drugs, alcohol, nicotine, or tobacco products are found and/or used on camp property, and appropriate authorities will be notified. Possession and/or use of illegal drugs, alcohol, nicotine,

## Camp Marshall 2023 Parent Camper Handbook



tobacco, weapons of any kind are forbidden and constitute grounds for immediate dismissal. We are serious about our commitment to keeping Camp Marshall a safe and healthy environment.

**Animals:** No pets are allowed, this includes dogs, cats, fish, reptiles etc. If the family pet accompanies your camper to pick up or drop off, they must stay in the vehicle and with a person at all times. Should you need to exit the vehicle with your animal, please have your animal properly restrained on a leash, away from other camp families and campers and in designated areas only. Please pick up after your pet.

Pets are strictly prohibited from the cabin areas, lower grounds, and in any camp buildings. Horses may come with equestrian campers specifically for the Bring Your Own Horse program only. Horses must come with the appropriate health and immunization records signed by a veterinarian.

**Vehicles:** Do not bring vehicles of any kind including cars, dirt bikes, ATVs, etc. Regardless of a campers ability to drive they are not allowed to bring their vehicle to camp. All CITs, LITs, and campers must be checked in/out with a parent/guardian or authorized person.

**Personal sports equipment:** Do not bring archery equipment, riflery equipment, or sports and games equipment such as bicycles, skateboards, roller skates etc. Camp Marshall will supply programs and safety equipment for all programs. Equestrian campers must bring riding boots and may bring riding helmets. Riding helmets must follow ASTM/SEI standards, be less than 5 years old with no cracks/damage. Helmet will be checked and approved by the Equestrian Director.

**Aerosol spray cans:** No aerosol spray cans are permitted at Camp, this includes hair spray and insect repellent etc.

## Camp Marshall 2023 Parent Camper Handbook



**Technology:** Camp Marshall believes that summer camp is the ideal place for campers to disconnect from technology that is so prevalent in today's society and reconnect with nature. While games and social media can be a great form of entertainment and education, we aim to provide an experience that is as much "off the grid" as possible. By doing so, campers are more easily able to immerse themselves in the much more basic style of living provided by camp. This includes learning how to live with others in a group setting and exploring their natural environments without the intrusion of digital updates, notifications, and alerts. It is against our policy for any camper to be in possession of a cell phone or other types of technology. If a camper is found to have any technology while at camp it will be taken, put in a secure place, the parent/guardian will be notified, and the item will be returned to the parent/guardian at check out. **Technology items include, but are not limited to, cell phones, game consoles, laptops, tablets, music devices, walkie-talkies, etc.**

**Expensive items:** Valuable sunglasses, valuable jewelry and other valuable items should be left at home. All technology related items, as mentioned in the statement above, must be left at home and are not allowed at Camp. Camp Marshall will not be responsible for the loss, breaking of, or damage of any of these items.

**Money:** Campers do not need money during camp and should never have money on them or with their belongings. There is an option to create a camper's store account for the camper to make purchases at the Camp General Store, which is open each day during rest/free periods in the afternoon. Campers who wish to purchase apparel can do so by visiting our online store on our website.

**Inappropriate materials:** Possession of age-inappropriate items, such as pornography, at camp is considered unsuitable. Parents of offenders will be notified immediately and the item will be secured in the Camp Office until departure.

---

**Communication with our Campers:** Campers are not permitted to use the telephone while at camp without permission of the Camp Operations Director or Health Supervisor/Nurse. We strongly discourage telephone calls between campers and

## Camp Marshall 2023 Parent Camper Handbook



parents. Feelings of missing home are exacerbated and can have a very negative impact on the camper's stay at camp. For the same reason, **CELL PHONES ARE NOT ALLOWED AT CAMP**. If you have an urgent matter to discuss with your child, call the main camp office 508-885-4891. If it is an emergency after office hours please call the Executive Director: 774-239-1311 or the Assistant Director 508-769-2753.

Due to the possible delays in the postal system, we encourage parents who wish to send letters or care packages to do so by dropping off these items during Sunday check-in or by sending letters through our Email system. Please indicate on dropped off packages and letters what day you would like your camper to receive it. Mail is handed out daily.

**Additional Information:** Campers have the option to write home at least once during the camp week. For this purpose, we suggest that you supply your camper with postcards, or paper & envelopes, and stamps. Usually a brief note from your child is indicative of a busy, happy camper. Please do not be overly alarmed if the note suggests otherwise. Campers are up and down emotionally, especially during the first few days of camp. Also, keep in mind that when you receive the note, several days have passed since the note was written and it is likely that your camper is now happily involved in camp life. Please feel free to contact the main office if you are concerned.

### **Camp Marshall E-mail Express:**

We are proud to offer a super simple way to stay in touch with your camper while they are at Camp! Visit our website at [www.CampMarshall.net](http://www.CampMarshall.net) and click the "Camper Email" button. Emails will be delivered to your camper along with the rest of the mail for that day.

**Traditional Day Camp Pick Up:** 5:00 pm in Andrew's Hall. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be required.

**Extended Day Pick Up:** 7:00pm in Andrew's Hall. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be required.

## Camp Marshall 2023 Parent Camper Handbook



**Mini Camper Pick Up:** Tuesday at 7:00pm. If your camper is staying through the week, follow Friday's pick up procedure. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be required.

**Equestrian Demonstrations:** Horse demos will begin at 1:30pm on Friday afternoon. This will give those enrolled in the equestrian program a chance to demonstrate what they have learned with their horse during the week. Demonstrations will be held at the riding rings near the main barn area weather permitting. Please park in designated areas only, do not block any roadways, ring gates or in the barn areas etc. Horse Camp hosts their own closing ceremony as demos interfere with Traditional ceremonies, awards will be handed out to the campers at this time. All Horse Campers will be checked out at Horse Camp with the Equestrian Director or Barn Manager prior after ceremonies are completed and prior to picking up their belongings.

**Closing Ceremonies:** Closing ceremonies will begin at 2:00pm on Friday and normally take approximately 30-60 minutes to conclude. Closing Ceremonies will take place at our upper grounds firepit to the right of Andrews Hall. Campers must be signed out prior to being picked up by their parents or guardian and prior to collecting their belongings. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. **Photo ID's will be required.** Any necessary changes to this form must be made in writing in advance and brought to the office. Parents are encouraged to join us for this event. The ceremony includes awards for campers who excelled in certain areas of the camp community, as well as highlights of the week and a display or demonstration of accomplishments of our campers. If you can not attend closing ceremonies, **all Marshall Program campers MUST BE PICKED UP** no later than **3:30pm on Friday.**

## Camp Marshall 2023 Parent Camper Handbook



### **Traditional/Horse Friday Procedure:**

Campers must be signed out prior to being picked up by their parents or guardian. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be required. Traditional campers will check out after the completion of closing ceremonies at the upper pavilion near Andrew's Hall. All horse campers will check out at the barn shack at horse camp with the Equestrian Director or Barn Manager. All campers must be checked out prior to going to the cabins to retrieve their belongings. All parents/guardians will be given a check out ticket from the staff member who checks them out, you must keep this ticket on you and present it to their cabin counselor in order to get their belongings from the cabins.

We do not offer dinner on Fridays therefore campers should be picked up no later than 3:30pm. Please be sure that you take all your camper's belongings with you and double check for any items on the clotheslines, Lost and Found etc. Before you leave camp please make sure to do the following:

- Check Lost & Found area for belongings
- Pick up any leftover medications from the Health Care Supervisor/Nurse
- Settle Camp Store accounts if needed
- Sign out your camper and retrieve all belongings

Lost & Found will be located near Andrews Hall. Everything else is located at the check out table to the right of Andrew's Hall.

**Health Care:** The promotion of your child's health and safety remains our highest priority at Camp Marshall. The camp employs a full time Health Supervisor. Our infirmary is located in Andrews Hall and is staffed 24 hours a day. We have a Healthcare Consultant who provides us with guidance as needed and reviews our Health Care Plan annually. In addition, all of our staff members have current certifications in First Aid and CPR.

## Camp Marshall 2023 Parent Camper Handbook



In the unlikely event of a camper emergency, 911 will be called and the Spencer Rescue Squad will transport the camper to either UMass Medical (Shrewsbury), UMass Memorial (Worcester), St. Vincent's Hospital (Worcester) or Harrington Hospital (Southbridge).

Parents will be notified by the Health Supervisor or a Camp Director as soon as possible of any incident requiring transport by ambulance. A senior staff member will accompany the camper to the hospital and remain with them until a parent or guardian arrives.

In the unlikely event that a camper becomes ill or injured, the Health Supervisor will contact a parent via phone to inform them of the camper's condition and current actions being taken. If the first parent/guardian cannot be reached, the second parent/guardian will be called followed by the emergency contact person. We will continue to call until we speak to someone personally. You will not be contacted if the injury is minor, such as a small cut or scrape requiring a band-aid, or a minor stomach ache that does not persist.

In the event that a camper becomes ill and cannot remain at camp, their parent or guardian will be notified and will be requested to pick up the camper as quickly as they are able. We are unable to keep ill children at camp. Any ill child will be kept in the isolation room of the infirmary until the parent arrives. In some cases Camp will require a doctor's note prior to the camper's return to camp. In order to assist us in providing the best care, Camp Marshall utilizes CampDocs.com.

Once registered, families will be e-mailed a link to the CampDocs website. We hope that you will find this service to be an easier process on their secure website. It will allow us to have online access to all health forms. In the event of missing or incomplete medical forms, your child may be refused entry to camp.

**Campers are not allowed to have medication, including over-the-counter medications, in their cabins at any time.** All medications must be turned into the Health Supervisor during Sunday or Monday check in. All medications must be in their original container with the physician's orders on it as well as the child's name.

## Camp Marshall 2023 Parent Camper Handbook



All campers will be checked by the Health Supervisor as part of the Sunday or Monday registration process. Please advise us upon arrival of any recent developments regarding your child's health or any other pertinent information that you might find necessary for our staff to know.

### Sunscreen Policy:

#### ***State Requirement: 430.163: Protection from The Sun***

***The operator shall at all times encourage campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 15 or greater and lip balm.***

In accordance with the above state law, we do request permission for our staff/volunteers to help, when and if needed, to apply sunscreen to your camper. You will be asked to initial the box at the end of this book stating you give permission.

**These forms are for informational purposes provided by the DPH of Massachusetts and Camp Marshall, the links to this information can be found on our website on our Health and Medical Informational page.**

- Hand Washing
- Lyme Disease
- Rabies
- Ticks and Tick Bites
- Giardiasis Meningitis
- Meningococcal Disease

### **Does Camp Marshall get inspected?**

Yes, The Department of Public Health inspects and licenses Camp Marshall each year along with the Fire Marshall. Camp Marshall is also accredited by the American Camp Association, our most recent accreditation with ACA was during the summer of 2017.

**430.190 ( C ) This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health.**



## Camp Marshall 2023 Parent Camper Handbook



**Anti-Discrimination Policy: (Staff and Campers)** The Worcester County 4-H Center, Inc. (hereinafter “Camp Marshall”) seeks to secure and retain qualified staff. Camp Marshall, its programs and employment shall be operated in accordance with State and Federal law. In the interests of the health, safety and total welfare of campers, and employees and the quality of programming at Camp Marshall, the highest standards of conduct and performance shall be required of all employees. Employees shall agree that while participating in Camp Marshall programs they shall adjust their personal habits and actions to the policies, ideals and traditions of Camp Marshall. The conduct of all employees, both on and off property of Camp Marshall, shall be professional and their role and an exemplary model for campers. Employees must be non-discriminatory toward, but not limited to, race, color, age, religion, sex, national origin, sexual orientation, gender identity, marital status, learning, physical or mental disabilities, ancestry, genetic information, and any other protected class; and shall exhibit respect for the environment and world. Employees shall be prohibited from promoting their personal life styles, political views, or religious preferences to other employees, participants, parents, campers or other volunteers.

In the interests of the health, safety and total welfare of every camper, and the quality of programming at Camp, the highest standards of conduct shall be required of all campers. Campers agree that while participating in Camp programs they shall adjust their personal habits and actions to the policies, ideals and traditions of Camp Marshall.

Campers shall agree that while participating in Camp Marshall programs they shall adjust their personal habits and actions to the policies, ideals and traditions of and Camp Marshall. The conduct of all campers, while at Camp Marshall, are expected to be , non-discriminatory toward, but not limited to, race, color, age, religion, sex, national origin, sexual orientation, gender identity, marital status, learning, physical or mental disabilities, ancestry, genetic information, and any other protected class; and shall exhibit respect for the environment and world.

Campers and/or Staff that do not uphold these expectations while at Camp Marshall will be subject to discipline per our Discipline Policy. This can be found in the Discipline Policy in this handbook.

## Camp Marshall 2023 Parent Camper Handbook



***The Worcester County 4-H Center, Inc shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age disability, pregnancy, marital status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics and any other status protected by law.***

**“Our” Camp, Camp Marshall is a ZERO TOLERANCE Facility**

**Behavior/Discipline Policy:** The staff at Camp Marshall strive to create a healthy and safe environment for all campers. The camp has a number of systems in place to recognize and respond to behaviors that are detrimental to the health of the camp community and its members and with many behaviors devise a plan for improvement. In rare instances where these initial steps are unsuccessful, we will often enter into personal verbal behavior contracts with the camper outlining the specific expectations and consequences. On occasion, certain behaviors or repeated infractions require parental notification. When appropriate, we will seek guidance from you as to strategies that may have worked at home or school that we may employ with your child at camp. In the event that the administrative staff, after investigating senior staff concerns, determines that the conduct of a camper is unreasonably disruptive to the program, cannot be controlled, is detrimental to the safety of other campers, is bullying, violent, inappropriate, or threatening to staff or campers, the Camp Operations Director has the right and responsibility to send that camper home. If a camper is sent home for reasons of behavior, no refund will be given. The Discipline Process is as follows:

- Verbal coaching
- Parental notification
- Persistent Issues
- Dismissal

The health and safety of all of our campers and staff on property is our first priority. Any offense(s) that would affect the health and safety of any of our campers and/or staff will result in immediate dismissal for the week and/or remainder of the summer.

**Camp Marshall**  
**2023 Parent Camper Handbook**



**State Requirement: 430.191: Requirements for Discipline**

*(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.*

*(B) Prohibitions*

*(C) The operator shall describe in writing the camp's procedures for disciplining campers. The written plan shall also include the prohibitions of 105 CMR 430.191(B)(1) through (4).*

*In accordance with the above law, you will be asked to initial the box at the end of this book noting you have reviewed this policy.*

**Visitation:** Although parents are welcome, visits must be approved by the Camp Office prior to arrival unless it is an emergency. Please consider whether a visit is at all helpful to your child. Even though your child may be having the time of their life leading up to your visit, your presence can result in an intense desire to go home with you. It can be a difficult time for both campers and parents. If you come for a visit, and you experience this, please consult with the Camp Operations Director. All visitors (including parents) must sign in at the Camp Office. Campers will be called to the office to greet their visitor. Visitors may not enter the living or program areas under any circumstances without being escorted by a staff member. If for any reason you must take your child from camp, you must inform the Camp Office in advance. In order to ensure everyone's safety, we must have an accurate headcount of our campers at all times. Any camper who leaves camp property must be signed in and out from the Camp Office or from the Infirmary in case of illness. Only those individuals who are on your "Authorized to Pick Up" form will be allowed to take your child. Photo ID's will be required. Returning campers must be back on the premises by 7:00 pm or must wait until drop off the following morning from 7am to 8am.

**Camp Photographs:** Please be sure that you complete a Photo Release Form prior to the start of camp. This allows us to use photographs of your child in our Camp's publicity. Names of campers are not used.

## Camp Marshall 2023 Parent Camper Handbook



**Staff:** All Camp Marshall Staff and Volunteers have been required by law to be CORI/SORI check, along with the National Sex Offender Registry. All staff that begin on the start date of training are also CPR/First Aid/AED certified.

**State Requirement: 430.190:** *General Program Requirements: (D) The operator shall inform parents at the time application forms are provided that they may request copies of background check (as the law provides), health care and discipline policies as well as procedures for filing grievances.*

**Gratuities:** Staff members are not allowed to accept any gratuities from, we ask that you please refrain from tipping staff members, volunteers etc. Words and letters of appreciation are gratefully received. If you wish to show your appreciation further, we encourage you to make a donation Camp, you may make a donation in honor of a staff member to show your appreciation if you wish. Camp Marshall is a not-for-profit organization and all donations are tax deductible. You may also choose to specify that your donation is for a particular program area, such as Waterfront, Horse Camp, Arts & Crafts etc. Camp also has an ongoing list of donations needed for year round and summer camp programs, if you wish to donate needed items instead, please contact the main office at (508)-885-4891 for a list of needed items.

**Payment Policy:** Upon registering your camper, an online invoice will be emailed to you. You can pay this invoice online or over the phone with a card. If you need to arrange another form of payment, please call the main office at (508)-885-4891. Early bird payments due by April 1, 2023.  
All Payments due by June 1, 2023.

**Financial Aid:** There are camperships available for limited amounts. Applications are due by May 15th 2023. Call the Camp office at (508)-885-4891 or go online at [www.campmarshall.net](http://www.campmarshall.net) for campership applications if you wish to be considered.

**Refund Policy:** Cancellations before June 1st will receive a refund, minus the non-refundable deposit of \$100 plus \$35 administration fee. There will be no refunds for cancellations after June 1st, unless the child physically cannot participate, which will require a physician's letter, and will only apply to 50% of tuition, minus the \$100 non refundable deposit.

## Camp Marshall 2023 Parent Camper Handbook



Refunds will NOT be issued when a camper is dismissed for violation of camp rules or if the camper leaves due to homesickness. **All refunds will be mailed during the month of September.**

### **Complaints/Grievances Policy:**

If you have a complaint that you feel needs to be addressed, please send an email to the Executive Director at [sheryl@campmarshall.net](mailto:sheryl@campmarshall.net) or via US mail to: Worcester County 4-H Center/Camp Marshall 92 McCormick Road Spencer, MA 01562. All complaints will be addressed on an individual basis. Please do this immediately as you become aware of the situation. Refunds are not guaranteed; please refer to the refund policy above.

---

### ***Per Massachusetts law, parents may:***

*430.190: General Program Requirements: (D) The operator shall inform parents at the time application forms are provided that they may request copies of background check, health care and discipline policies as well as procedures for filing grievances. All Camp Marshall background checks are kept on file for a minimum of three years.*

---

Thank you for taking the time to review the previous information. We hope that you found it informative and useful. Please feel free to contact our office if you have questions or concerns.

We also ask that you please review our Successful Campers page that can be found on our website. This page has a better indication of what will be expected of your camper in their specific program. If you have any questions or need any clarification of these expectations please contact us. <https://www.campmarshall.net/copy-of-faqs>

Please also visit our website FAQs page for more helpful information.

If you have any questions about anything not on the FAQ page, call our office at 508-885-4891.

**Updated as of: 2/17/2023**