CSW SUMMER

THE CAMBRIDGE SCHOOL OF WESTON

Family Handbook 2026

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CSW Summer
45 Georgian Road
Weston, MA 02493

(781) 642-8605
summercamp@csw.org
www.cswsummer.org

Welcome!

Dear Summer 2026 Families,

Welcome to CSW Summer! We are so excited to have your children as part of our camp community this summer - the time has finally arrived for summer fun!

Our staff are eager to help in any way that we can - now and throughout the summer. We recognize that communication is a key component of any successful relationship, and we are committed to keeping families informed as efficiently and as effectively as possible. We hope that the tools and systems we have put into place - our website, this Handbook, our social media profiles, and the GRYPHON Portal - will allow families to find and share information quickly and to engage with their child's experience at any of our CSW programs.

This Handbook is intended as a guide to help your family prepare for summer, logistically and philosophically. We ask that you take the time to review the protocols and policies that we have in place to promote the overarching goal of a safe and fun summer for everyone. While we try to be as comprehensive as possible with our policies and procedures, it is not possible to cover every situation that might arise during the course of the summer. This Handbook establishes expectations but does not create a contract. CSW Summer reserves the right to amend or change these policies at any time. If you have questions or concerns about any policy, please be in touch before the summer. We look forward to seeing you soon!

Meghan O'Leary, Director of Summer & Auxiliary Programs
Pamela Torres, Director of Strategic Initiatives

CSW Summer Leadership Team

This camp must comply with regulations of the Massachusetts Department of Public Health & be licensed by the Local Board of Health.

Goals & Values of Camp

Guided by our Values

*CSW Summer cultivates an **Inspirational** summer experience for campers by creating opportunities for deep learning and growth through play and recreation. Building **Friendships** and having **Fun** in an **inclusive** environment form the foundation of all of our programs.*

As an extension of The Cambridge School of Weston's mission, the goal of CSW Summer is to develop meaningful relationships in a dynamic program while campers discover their passions and explore the inside and outside world around them.

Developmental Goals of the Programs

CSW Summer's planned program is designed to provide participants with a variety of activities each day in a nurturing and fun atmosphere. The participants' day is balanced with activities and interactions that emphasize social, physical, intellectual, and emotional growth and learning. The programs' design varies according to the program and age level, and each group receives its own schedule. All classes and activities are presented with an eye towards nurturing and supporting each camper's interests and personal growth, and all campers are encouraged to participate in all areas of their program.

2026 Dates & Times

Traditional Camp and Specialty Camps run Monday through Friday during the following sessions:

Session One: June 22 - July 3 (no camp on July 3)

Session Two: July 6 - July 17

Session Three: July 20 - July 31

Session Five: August 3 - August 15

Extended Care runs throughout all four sessions.

AM Care: 7:30 a.m. - 9:00 a.m.
Latest drop-off for A.M. Care is 8:00 a.m.

Regular drop-off: 8:45 a.m. - 9:00 a.m.

Regular pick-up: 3:35 p.m. - 4:00 p.m.

PM Care: 4:00 p.m. - 5:30 p.m.

Follow us on social media:
LinkedIn: www.linkedin.com/company/csw-summer
Facebook: www.facebook.com/CSW Summer
Instagram: www.instagram.com/cswsummerprograms
YouTube: www.youtube.com/WeAreCSW

Contact Information

General Inquiries, Questions, or Attendance Updates:
CSW Summer Main Office
Mon - Fri: 7:30 a.m. - 5:30 p.m.
(781) 642-8605
summercamp@csw.org

To reach the Director of Summer and Auxiliary Programs:
If you have a concern as it relates to your child's participation in a specific program, please be in touch with the Director of Summer and Auxiliary Programs: summercamp@csw.org.

During the camp day, these emails are monitored in conjunction with time spent with campers; families can expect a reply within 24 hours, but should call directly for any time-sensitive matters.

Pre-Camp Checklist

Review and Complete Required Forms
Your child's required forms are available on the GRYPHON Portal. Please complete all forms as soon as possible, and not later than MAY 1.

Required of all participants:
☐ Camper Information (online in GRYPHON portal)
☐ Health History Form (online in GRYPHON portal)
☐ Physician Examination Form
(physical must be completed within 18 months prior to the start of camp)
☐ Immunization Record
☐ Family Handbook Acknowledgment

Additional forms as applicable:
☐ Authorization to Administer Prescription Medication
☐ Allergy/Anaphylaxis Emergency Action Plan

Preparations:
☐ Communicate any allergies or participant needs
☐ Prepare any prescription medications and Medication
☐Authorization Forms.
All medications must be in their original packaging with the original label including the full name of camper. Medications may be dropped off on the first morning of camp.
☐ Check the What to Bring list - label and pack belongings

What to Bring

Materials and equipment for all program courses and activities will be provided, and we encourage campers to bring only the necessities listed below. Participants will have dedicated spaces to store their belongings.

Please label all belongings with the camper's name.

- ☐ Water bottle LABELED WITH NAME
- ☐ 1 swimsuit (see below)
- ☐ 1-2 pool towels
- ☐ Swim goggles (optional)
- ☐ Flip-flops/pool shoes
- ☐ Spare change of clothing
- ☐ Sweatshirt/A light layer for air conditioned spaces
- ☐ Hat/visor/sunglasses
- ☐ Raincoat

Additional Swimsuit Information:

We recommend campers in Traditional Camp wear their bathing suit to camp for morning swim lessons and pack a separate swimsuit for afternoon free swim. Suits and towels will be returned home daily.

We encourage all swim attire to have a top that covers the torso and a bottom. Examples include: one-piece swimsuit, tankini top and bottoms, rash guard and shorts or bottoms, or t-shirt and shorts or bottoms.

Clothing and Dress

Clothing should be comfortable and allow for active movement and play. It is possible that clothing may be soiled or stained in the course of regular camp activities. Campers may want an extra layer to be worn in air-conditioned spaces.

Campers are required to wear closed-toe sneakers to camp each day. CROCS ARE NOT APPROPRIATE, even in "sport mode." Flip-flops or sandals are allowed for walking to/from the pool, but are not allowed for athletic or other camp activities.

Logos or messages on clothing should be appropriate for a camp community.

In the event of light rain, campers may still participate in some activities outdoors - raincoats are recommended. Campers will not spend time outside in times of heavy rain or stormy weather.

Sunscreen

Each day, we ask that campers apply sunscreen (and insect repellents) at home before arriving to camp. Adults will be able to assist with spray sunscreen application for younger campers and they will diligently supervise and enforce self-application throughout the day, but staff are not permitted to apply sunscreen (or insect repellents). Hats and other sun protective clothing is also recommended, especially for campers susceptible to sunburns.

If your camper has an allergy or other needs that require specific sunscreen, please pack that sunscreen in a zip-top bag labeled with their name in their backpack.

Please do not send pigment-based (colored) sunscreen lotions.

What Not to Bring

What Not to Bring

CSW Summer is an unplugged community. Adults may sporadically use devices to communicate with camp administrators, but our goal is to cultivate a "heads up, fully present" environment during camp.

• Cell phones, connected devices (smartwatch, etc) • MP3 players/iPods/Headphones
• Tablets/iPads, laptops, or computer equipment (unless needed for your specialty camp participation)
• Expensive jewelry, cameras, electronics, or other monetary/sentimental valuables
• Handheld video games
• Toys from home, including trading card games (e.g. Pokémon, Magic)
• Weapons of any kind
• Fireworks, matches/lighters, candles
• Pocket knives
• Candy or gum
• Nut/peanut products of any kind
• Animals or pets of any kind*
• Recreational drug use, smoking/vaping, and alcohol are prohibited at all times.
• Bicycles, skates, or scooters (Bicycles or scooters used to travel to/from camp should be locked to the bike rack upon arrival and may not be used during the camp day.)

* Exceptions to this policy include service dogs (such as documented guide dogs, hearing dogs, or assistance dogs). Please contact the Director of Summer and Auxiliary Programs for more information about the use of service dogs on campus.

Lost and Found

The CSW Summer programs are not responsible for lost, damaged, or stolen property. A Lost and Found is maintained during the summer, and every effort is made to reunite lost items with their owner. Please be sure all belongings are labeled with your camper's name. Unclaimed/unlabeled items left at the end of the summer will be donated.

Daily Schedule

Each camp program follows its own unique schedule throughout the day, as seen in the sample schedules below. Participants will engage in a variety of activities and projects, always under the direct supervision of our trained staff. Typical activities among the programs may include: indoor and outdoor sports, swimming, archery, karate, gymnastics/movement, arts and crafts, nature exploration, music, challenge course, theater games, outdoor time, storytime, yoga, and technology-based activities in some of our Specialty Camp classes. Participants are expected to follow the safety rules and guidelines, which are reviewed before each activity.

Programs and groups will follow a daily schedule, with various degrees of choice based on age or program structure. Children in the Lower, Middle, Upper/Senior Camp programs will participate in whole-group activities throughout their day. Schedules will be available at the beginning of each session.

Each day begins with our Morning Assembly, a community-wide event for sharing announcements, birthdays, songs, and traditions.

Note: These schedules are provided as a sample only. Actual schedules will be provided at the start of camp.

TRADITIONAL CAMP SAMPLE SCHEDULE

Early AM Care	7:30 a.m. - 9:00 a.m.
Arrival	8:45 a.m. - 9:00 a.m.
Morning Activity Periods	9:00 a.m. - 12:00 p.m.
Lunch & Quiet Time	12:00 p.m. - 1:00 p.m.
Afternoon Activity Periods	1:00 p.m. - 3:45 p.m.
Pick-up and Dismissal	3:45 p.m. - 4:00 p.m.
PM Care	4:00 p.m. - 5:30 p.m.

SPECIALTY CAMPS SAMPLE SCHEDULE

Specialty Camp campers will join Traditional Camp for Lunch and Afternoon Activity Periods

Early AM Care	7:30 a.m. - 9:00 a.m.
Arrival	8:45 a.m. - 9:00 a.m.
Specialty Camp	9:00 a.m. - 12:00 p.m.
Lunch & Group Time	12:00 p.m. - 1:00 p.m.
Afternoon Activity Periods	1:00 p.m. - 3:45 p.m.
Pick-up and Dismissal	3:45 p.m. - 4:00 p.m.
PM Care	4:00 p.m. - 5:30 p.m.

Extended Day

Extended Day
Extended Day programming is available each session for an additional fee.

A.M. CARE Day: 7:30 - 9:00 a.m.
Drop off by 8:00 a.m.

P.M. CARE Day: 4:00 - 5:30 p.m.
P.M. CARE Day includes a snack.

Activities during extended day include arts and crafts, outdoor time, indoor or outdoor games, and story time.

For drop-off between 7:30 - 8:00 a.m., please pull into the drop off loop where a staff member will greet your child and escort them to the extended day space. At 8:30 a.m., a staff member will escort children to meet their groups.

For pick-up after 4:00 p.m., please pull into the same pick-up loop.

Snack & Lunch

A snack is provided to all campers each day, with a rotating choice of prepackaged snacks. Gluten-free options are available.

Water is available throughout the day and campers are encouraged to bring water bottles (labeled with names!) to carry water with them.

Lunch is included for all full-day participants and served in our dining hall for all on-campus programs. Camp staff are on hand to make sure children are aware of the food choices and are able to find something to eat. Water is available at lunch every day.

Please visit the website or the GRYPHON Portal to see this year's menu.

Families are asked to not pack a lunch or snacks to ensure food safety on campus for all members of the community.

Food Allergies or Dietary Restrictions

Our Directors and dining hall staff work closely with families that have allergies or dietary needs . While we make every attempt to be a nut-safe program, CSW Summer cannot guarantee a 100% nut-free environment. CSW also cannot accommodate all individual dietary restrictions in the snacks or prepared food items offered daily to campers.

If your child has a food allergy or special dietary needs please be in touch with us before the summer at summercamp@csw.org.

Birthdays

Camper birthdays will be acknowledged joyfully within their group and the community, but we ask families not to send birthday treats or favors to the program.

Health Care Policies

CSW Summer Health Office is open Monday - Friday 9:00am - 4:00pm

The CSW Summer Health Office is directed by trained medical professionals who are on site daily throughout the summer. CSW also maintains a relationship with a local pediatrics practice for consultation as necessary.

The Health Staff, at their own discretion, communicate by email or phone with the parents/guardians of participants seen for care. Parents/ guardians will be notified by the Health Supervisor or a Director if the child needs to be sent home or if the child is to be transported to the hospital because of an emergency, or if the child comes in contact with any child or staff person with a contagious disease. A full copy of this policy is available upon request.

Parents/guardians will also be notified during the day if their child:
- has a head injury of any type
- has a significant cut or scrape that is bandaged at camp - reports any symptoms that would require continued care at home (rash, aches, etc.)
- suffers an incident (i.e. sting) that would require continued monitoring at home

Additional notification or communication for day-to-day bumps or bruises will be at the Health Staff's discretion on a case-by-case basis.

Required Health Records

All campers must have a completed online Health History form as well as a current health record on file before they may participate in any camp program. Physical exams must be completed within 18 months of camper attendance and all immunizations must comply with the Massachusetts Department of Health regulations for campers. CSW Summer Health Staff and the Weston Board of Health review camper medical forms prior to the start of camp.

COVID-19

Any necessary or up-to-date COVID-19 policies and procedures will be provided to enrolled families. These protocols will be based on the Massachusetts State Guidelines as well as the local Board of Health and our medical partners. By signing and acknowledging receipt of this Handbook, you attest that you will comply with the Covid-19 policies and precautions in place at the time your child attends camp this summer.

Health Care Policies

Administration of Medications

A Prescription Medication Authorization form must be on file to give permission for our staff to administer any prescription medication to your child while at camp. All medications must be brought in the original container with the original label. Timing, method of delivery, and dosage will be recorded for each instance of medication administration. A full copy of this policy is available upon request.

Over-the-Counter medication permissions are collected in the online Health History form and allow CSW Summer to dispense over the-counter medications to campers as needed during their time at camp. Parents/guardians will be informed of any medication or treatment their child receives while at camp.

Campers with diagnosed allergies at risk of an anaphylactic reaction will be required to submit an Allergy/Anaphylaxis/Asthma Emergency Action Plan signed by their physician. This includes campers who use an epinephrine auto-injector (Epi-pen, Auvi-Q, etc) or a rescue inhaler.

Storage of Medications

No camper or staff member is permitted to carry medication on their body or to keep them with their personal gear. Written authorization for self-administration must be provided for the use of Epi-Pen and/or inhaler a camper carries on their person with plans to self-administer. In the event a camper has written directives from a physician to have emergency medication (i.e. Epi-pen, rescue inhaler) on their person at all times, training will be provided to their staff members.

All medication prescribed for program participants shall be kept in a locked receptacle in the Health Office and used exclusively for medications that are kept locked except when opened to obtain medication. All medication prescribed for program participants requiring refrigeration shall be kept in a locked refrigerator in the Health Office.

Mildly Ill Campers

Participants with signs or symptoms of illness will be taken to the Health Office for assessment. Any child with a temperature over 100°F or vomiting and/or severe diarrhea will be sent home. A full copy of this policy is available upon request.

Health Care Policies

Food Allergies/Dietary Restrictions

Please be in touch with us prior to the beginning of camp if your child has any food allergies or dietary restrictions.

Lice

Families can assist by checking their children's heads before sending them into camp. Children are discouraged from sharing towels, combs, brushes, and hats with others. Whenever possible, campers with long hair should keep hair tied back. Health Staff will do lice checks only when necessary. Children found with lice or nits will be sent home and should be given proper treatment before returning to camp.

Ticks

The Cambridge School of Weston is lucky to have acres of wooded and grassy grounds and lots of wildlife. Unfortunately, along with that come the less desirable ticks.

- Parents/guardians should check their children for ticks under the arms, in and around the ears, inside the belly button, behind the knees, between the legs, around the waist, and especially in their hair.
- Examine clothes and gear. Ticks can ride into the home on clothing, then attach to a person later, so carefully examine clothes and backpacks. Tumbling clothes in a dryer on the highest heat for at least one hour may help kill remaining ticks.
- Shower soon after being outdoors. Showering within two hours of coming indoors has been shown to reduce the risk of being bitten by a tick.
- Repellents containing 20% or more DEET (N, N-diethyl-m toluamide) can be applied to the skin, and they can protect up to several hours. Products containing permethrin can be used on clothing and gear and will provide protection for several washings. Always follow product instructions! Parents/guardians should apply this product to their child before camp, avoiding hands, eyes, and mouth.

Health Care Policies

The following is provided by the Massachusetts Department of Public Health for informational purposes only.

Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitis* that surrounds the brain and spinal cord and cause meningitis, or they may affect the blood or other organs of the body. Symptoms of meningococcal disease may appear suddenly. Fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash can all be signs of meningococcal disease. Changes in behavior such as confusion, sleepiness, and trouble waking up can also be important symptoms. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes. Less common presentations include pneumonia and arthritis.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection, and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the stereotypes.

Health Care Policies

Are camp attendees at increased risk for meningococcal disease?
Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?
Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menveo and MenQuadfi) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?
Different meningococcal vaccines are recommended for a range of age and risk groups. Meningococcal conjugate vaccine (MenACWY) is routinely recommended at age 11-12 years with a booster at age 16 and is required for school entry for grades 7 and 11. In addition, these vaccines may be recommended for additional children with certain high-risk health conditions, such as those described above.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions may be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

Health Care Policies

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene, and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);

2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.

3. not share food, drinks or eating utensils with other people, especially if they are ill.

4. contact their healthcare provider immediately if they have symptoms of meningococcal disease.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Divisions of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at https://www.mass.gov/info-details/school-immunizations.

Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219 and 105 CMR 430.157(C).
Reviewed September 2023
Massachusetts Department of Public Health,
Divisions of Epidemiology and Immunization

Enrollment Policies

Enrollment by Age and Grade

Program eligibility is based on age (Lower, Middle camps) or grade entering in the next fall season (Upper, Senior, Specialty camps). **Our online registration system will calculate and display your available options based on age as of the first day of each camp session, or entering grade.**

Summer Birthdays and Program Eligibility

Our enrollment system will automatically display eligible options based on age and/or grade of your camper. For campers who would "age up" to another division due to a summer birthday, those options will be reflected in your available options. (e.g. you may see a lower division available prior to camper's birthday, and a higher division for sessions following the birthday.) If this change over the course of the summer conflicts with your preferred plans, please be in touch prior to enrolling. Pending availability, we may be able to manually adjust your enrollment in this situation.

Friend and Group Requests

Traditional Camp groups are organized by ages or grades and include all genders. Making friends is a core experience of any summer camp, and our staff are trained to nurture and facilitate new connections among campers. Most campers do not submit a Friend Request.

If it is important for your child to be (or not be) in the same group as a same-age/grade sibling or friend, please submit a request in writing to summercamp@csw.org at least two weeks before your session begins. We will not accept requests for more than one friend for each child.

Enrollment Policies

Changing Groups or Programs

Our general policy is not to change camps or groups once the session has started. Group assignments are a complex process that takes into account many variables, including legal staff to camper ratio requirements, age and gender balance, school or town, and more. Once groups are assigned, they appear on upwards of a dozen lists used by division directors, our health staff, counselors, extended day staff, pool staff/ lifeguards, and in our emergency evacuation procedures. It is much easier to consider a group change prior to the start of the program, though even then we cannot guarantee a request will be granted.

Splitting or Pro-rating Sessions

Our program is intentionally designed for a two-week experience – building connections, experiencing routine, and practicing new skills takes time and a shortened or missed portion of a session disrupts that meaningful learning.

Safety is also a high priority, and our systems rely on consistent and continuous attendance for those enrolled. Allowing for “come and go” attendance opens our systems to vulnerabilities we aren’t willing to risk.

Finally, due to the high demand for enrollment, we are not able to offer shortened or pro-rated sessions as it takes away a spot from someone else.

We are able to make prorating exceptions for school year extensions (snow days, etc.) that overlap with the first days of camp during Session 1.

Behavior Expectations

All campers are expected to:

- Listen to staff members at all times, abiding by all rules or directions.
- Stay with their group or assigned staff members at all times.
- Use the camp's equipment safely and appropriately.
- Treat other campers and camp staff with kindness and respect - bullying behavior will not be tolerated.
- Participate in activities with their group.
- Approach new activities with a positive attitude.

Our Behavior Expectations are based on age-appropriate and developmentally-appropriate expectations of campers as members of our community. The goal of the behavior management policy is to provide every camper with a non-threatening environment that facilitates growth socially, physically, and emotionally within the camp programs. We recognize that all situations are unique and they will be treated as such.

Behaviors which may warrant immediate suspension or removal from the program can include: harassing or intimidating conduct, leaving the group, endangering or purposefully hurting another camper or staff member, bringing dangerous or prohibited items to camp, and the theft or destruction of property belonging to individuals or to The Cambridge School of Weston.

The Directors have the authority to immediately suspend or expel a camper from the program at any time. In cases of suspension or dismissal, a parent/guardian will be expected to pick up their child immediately.

Anti-Bullying Policy

Bullying at CSW Summer is inexcusable and we have a firm policy against all types of bullying. CSW follows the anti-bullying laws and procedures applicable in a school setting.

Parent/Guardian Expectations

Behavior is managed in collaboration with the family. Please review the Behavior Expectations with your child. If you have concerns at any time, please be in touch with a member of our summer leadership team. Situations requiring a disciplinary response are handled on a case-by-case basis that best meets the community expectations and the needs of all involved. Implementation of this policy will remain confidential between the administration and parent/guardians.

We are looking forward to forming a long-lasting relationship with your camper and your family. With the shared goal of providing your camper with a fun, safe, and meaningful experience, we hope and expect that parents/guardians will reach out immediately if there are questions or concerns. Our camp staff is eager to work together to resolve any issues as quickly as possible in a way that best meets the needs of those involved.

Parents/guardians who repeatedly do not abide by camp policies or requests, including timely pick-up, risk denial of enrollment in future summers.

This handbook outlines background check, health care, and discipline policies of CSW Summer as well as the camp procedure for filing grievances. Please contact the Director if you have any questions about these important camp policies and procedures or require additional information.

Technology Policies 1 of 2

These policies apply to any use of CSW Summer technology while enrolled in a CSW Summer program and participating in classes, activities, or other events.

While we pride ourselves on being an “unplugged” camp community, we recognize the value of technology to explore and learn in various settings. Design software, web-based coding programs, and child-appropriate apps or platforms may be used in activities or Enrichment camp programs to supplement an experience.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Infractions will be treated as violations of the CSW’s Summer behavior policy and consequences dealt with in accordance with the policy.

Technology Resources

Users will treat all equipment with care as if it were their own. The Cambridge School of Weston IT staff should be notified immediately when equipment is found to be damaged or not operational.

CSW Summer makes no guarantee to the availability or reliability of the network and/or data, and cannot be held responsible for any related losses or damages. CSW will not be responsible for damage or harm to persons, files, data, or hardware. While CSW’s School employs filtering and other safety and security mechanics, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

CSW Summer IT Rights

In the efforts to ensure that the use of technology is consistent with the programs’ mission, The Cambridge School of Weston’s IT Department reserves the following rights: • to limit access to networks, software and equipment • to filter content
• to monitor and log equipment and network use
• to limit, inspect and delete data that The Cambridge School of Weston believes to be in violation of The Cambridge School of Weston’s policies on any equipment connected to or interfering with the technology resources of the school
• to report to law enforcement agencies any use of technology that is suspected to be in violation of federal, state or local laws

Technology Policies 2 of 2

Examples of Responsible Use

Participants will:

• Use technologies at camp only for program-related activities • Follow the same guidelines for respectful, responsible behavior online that participants are expected to follow offline • Treat program resources carefully, and alert staff if there is any problem with their operation

• Alert a staff member if they see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online

• Cite sources when using online sites and resources for research; ensure there is no copyright infringement

• Recognize that use of technology at camp is a privilege and treat it as such

• Be cautious to protect the safety of others and themselves

Examples of Irresponsible Use

Participants will not:

• Use technologies in a way that could be personally or physically harmful to others or themselves

• Search inappropriate images or content

• Engage in cyberbullying, harassment, or disrespectful conduct toward others

• Try to find ways to circumvent the program's safety measures and filtering tools

• Use technologies to send spam or chain mail

• Plagiarize content they find online

• Post personally-identifying information, about others or themselves

• Agree to meet someone they meet online in real life • Use language online that would be unacceptable at camp • Use technologies for illegal activities or to pursue information on such activities

• Attempt to hack or access sites, servers, accounts, or content that isn't intended for their use

This is not intended to be an exhaustive list. Users should use their own good judgment when using technology at CSW Summer.

Additional Policies

Authorized Pick-up List

Parent/guardians must provide written or electronic documentation to release campers to other designated individuals. Families are asked to provide name, phone number and relationship to the child for anyone who has permission to pick-up your child from camp (e.g. nanny, grandparent, neighbor, carpool, etc.). This permission may also be submitted via email to summercamp@csw.org as needed during the summer.

Inclement Weather

In the event of stormy or inclement weather, or excessive heat, alternative indoor activities may replace outdoor events. We are pleased to be able to offer dedicated indoor space for each group as well as areas for indoor specialty activities. Should stormy weather occur during drop-off or pick-up, campers may be held indoors or in their cars until it is safe to be outdoors. Thank you for your cooperation in keeping our staff and campers safe!

Payment Policy

Families may pay in full at the time of registration, or use our convenient payment plan which divides the account balance among 2-6 months prior to the start of camp (based on date of enrollment). Families may also log on to their GRYPHON account anytime to check their balance or make an electronic payment via credit card or ACH/ eCheck.

Extended Absence Due to Illness/Injury

In the event a camper misses a significant portion of the session due to injury or illness, a partial or full refund may be granted. This is typically considered when a child has missed greater than 40% of the program (4 days of camp in a session). Documentation of illness or injury may be required for consideration of partial or full refund.

Early Dismissal

Campers must be picked up ONLY at the following times if they will be leaving camp before the end of the regular camp day:

12:00 p.m.
1:00 p.m.
2:30 p.m.

Please note that early dismissals are not permitted after 2:30 p.m.

Non-Discrimination Policy

CSW Summer does not discriminate in enrollment or participation in its programs on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, national and ethnic origin. Campers have equal access to all programs and activities .

Mandated Reporting

The camp has mandated reporting obligations in the event of a reasonable belief that a camper is being abused, neglected, or sexually abused by any caretaker. CSW Summer has implemented policies and procedures governing mandated reporting. The Director of CSW Summer will be notified in the event of any reportable incident.

Photos

CSW takes photos and videos of campers throughout the summer sessions for use in publications, marketing, and on social media sites. By enrolling a child in CSW Summer, parents/guardians consent to CSW using images of campers for the purpose of marketing and public relations. Any parent/guardian who objects to the use of a camper's image or likeness should notify the Director in writing before starting any program.

Contact Info for Other Families

We are not able to provide contact info on behalf of other families, but families may reach out to summercamp@csw.org and we can connect you directly to another family to arrange communication, playdates, carpool, etc.

Carline Protocols

Families are asked to share these protocols with anyone who will be driving campers to or from camp this summer.

Families (parents/guardians, caregivers, or authorized drivers) who plan to drive children to or from camp each day must be aware of and be prepared to follow these carline procedures before arriving on campus. CSW staff members will also be on hand to guide drivers and supervise campers during vehicle loading or unloading. Please follow staff instructions or signage at all times.

1. Each family will be provided dashboard nametags for their campers. Please ensure your provided nametag is visible on the vehicle's visor before pulling into CSW's driveway. The system will run more efficiently if we do not have to stop to identify or confirm an unknown driver.

2. There should be absolutely no cell phone, tablet, or other device usage while in the carline - including hands-free usage. We are an active campus with campers and staff moving about at all times, and any distractions while driving are dangerous.

3. Any changes in routine dismissal plans must be communicated via email at least two hours prior to dismissal. Any changes after this time must be called into the Main Office.

4. Drivers may not exit their vehicle at any time during the carline. If you must exit your vehicle we ask that you pull into a parking spot in one of our lots.

5. Campers may not walk to another location to meet a parked car. All pick-ups or drop-offs must occur in the designated loading or unloading zones.

6. We request that families using a car seat or booster seat install the seat behind the driver seat to facilitate curbside loading. Per MA law, any child who meets the requirements of using a car or booster seat must be secured in that seat prior to departure. This includes when campers are picked up by another person/car.

7. Please do not store camper belongings in the trunk of the vehicle. Campers will not be permitted between cars to load/unload from a trunk.

8. We will encourage camper independence with carrying belongings and opening/closing vehicle doors, but we are always happy to lend a helping hand when necessary.

9. Please be patient and kind to your fellow community members.

Questions or concerns may be addressed directly to the Directors.

Drop-off/Pick-up

Arrival and Dismissal

A.M. Care drop off between 7:30 - 9:00 a.m.
Regular drop-off occurs daily from 8:45 - 9:00 a.m.
Regular pick-up occurs daily between 3:40 - 4:00 p.m.
P.M. Care pick-up between 4:00 - 5:30 p.m.

Please see the map on page 34 for carline traffic flow.

Campers will be met at the car drop-off line and escorted to their group to begin the day. Drivers are asked to remain in their vehicle at all times.

Attendance/Early Dismissal/Late Arrival

Attendance
Attendance is taken daily and we appreciate notification if a camper will be absent or late. The camp office opens at 7:00 a.m. and you may leave a voicemail at any time. When you call, please give your child's name and group name.

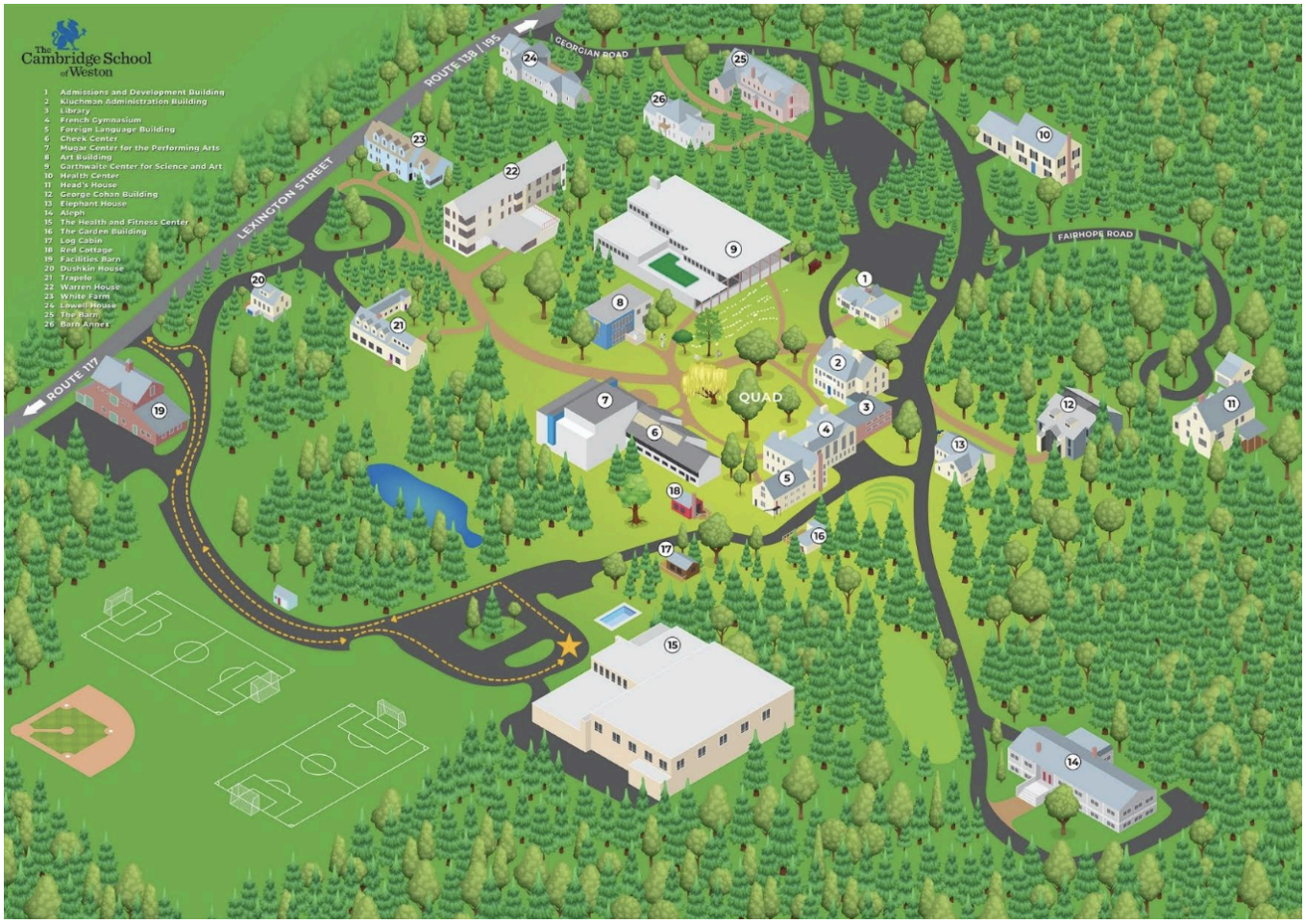
Late Arrival
If arriving after 9:00 a.m., please pull into the front circle. Drivers may call the Main Office to have a staff member meet the child and take them to their group. Campers should not be dropped off without a camp staff member present. Please do not leave vehicles unattended in the front circle.

Early Dismissal
Campers must be picked up ONLY at the following times if they will be leaving camp before the end of the regular camp day: 12:00 p.m., 1:00 p.m., 2:30 p.m. **Please note that early dismissals are not permitted after 2:30 p.m.**

Please email the Main Office in advance to provide the time and name of the person who will be picking up your child. If someone other than a parent/ guardian is picking up a child, they must show a picture ID (license) and be entered on the Authorized Pick-up Form in the GRYPHON Portal. Please pull into the small lot at the front of the School and enter the Main Office once you have arrived. All campers must be signed out in the Office.

Carline Traffic Flow Map

For drop off and pick up please enter campus through the Athletics Entrance off Lexington Road and drive to the front of the Fit (the school's gymnasium) where CSW Summer Camp staff will be on hand.



Please be respectful of our neighbors.
Parking is never allowed on any surrounding streets or roads.