



Gymja Warrior Woburn Summer Camp 2019

Parent Handbook

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# GYMJA WARRIOR CONTACT INFORMATION:

## Facility Address

10U Gill St. Woburn, MA 01801

## Office Phone

833-543-9991 x3

## Camp Directors:

Vince Klapper

Kevin Beakey (978-816-6767)

## About Gymja Warrior:

We are focused on building strength in a fun way through a variety of movements, with a multitude of classes including American Ninja Warrior obstacle training, Parkour, Tricking, Flipping, and Freerunning. Our camps are designed to help all participants of any skill level to accomplish goals, build confidence, and have fun in a safe environment! Our morning sessions focus on Parkour and Flips while our afternoon sessions focus on Ninja training skills, all taught by our highly certified coaches!

*Hello!*

*We are grateful and excited that you have chosen Gymja Warrior Summer Camp! Our staff is filled with enthusiasm, experience, athleticism and we are looking forward to an amazing summer with our Gymja campers.*

*The two main goals of Gymja Warrior Summer Camp are:*

- 1) Provide a safe and fun environment for all children. By training our camp staff and maintaining a pristine facility, we ensure that camper safety is our number one priority.*
- 2) Encourage character-building through fun. During our parkour, flipping, and obstacle related activities, campers learn to set goals, learn through failure, and how to cheer on their peers. It is our pleasure to welcome you to Gymja Warrior Summer Camp 2019 – let the fun begin!*

*Sincerely,*

*Gymja Warrior Inc.*

## STAFF INFORMATION

All camp staff members are recruited through Gymja Warrior Inc. and follow a qualifying process in order to ensure the safety and development of each child. Gymja Warrior is licensed by the Woburn Board of Health. All staff employed by the camp meet the requirements set forth by the previously mentioned institutions. In addition, each staff person and volunteer shall have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well being of the campers. Upon review of both CORI and SORI checks, the Camp Director shall determine whether each staff person's and volunteer's conduct will disqualify that person from employment or service at the camp. Upon further request, parents of campers have the right to know camp policies, procedures. In addition parents have the right to review background check, healthcare, discipline policies and grievance procedures upon request.

## CAMPERS GENERAL

Gymja Warrior Summer Camp is an indoor Parkour and Ninja Warrior camp for children ages 5-15 years old. Decisions regarding a camper's attendance will be made by the Camp Director and Gymja Warrior Inc. senior management. Please fully fill out all forms in our Camper Forms packet so that our staff can be educated about your camper. This helps us provide the best possible experience for your child!

## NON-DISCRIMINATION POLICY

Gymja Warrior does not discriminate on any basis. Our summer camp provides opportunities to all people regardless of religion, race, sex, marital status, disability, cultural heritage, political beliefs, national origin or sexual orientation.

## CHILDREN WITH SPECIAL NEEDS/DISABILITIES

Gymja Warrior will request, and review information given by the parent related to the child's participation in the program. Identification of specific accommodations required to meet the needs of the child, which would include a change or modification in the child's participation in regular activities, would be reviewed. In addition, identification of any special equipment, materials, ramps or aids will be discussed. If such accommodations will cause undue financial burden to Gymja Warrior, the parent will be notified in writing. Every effort will be made to accommodate each camper. Please inform us of any special circumstances that may influence your child at camp.

## DAILY RULES

### SCHEDULE

Our Gymja Warrior Summer Camp staff will lead all games and activities with help from the Camp Director and coaches. Obstacles and games equipment will be provided and campers should not bring their own ball/equipment.

### CHECK IN / SIGN OUT POLICY

#### **Drop off:**

All campers will be checked in with the Camp Director/Coach at the Gymja Warrior front entrance (located in building 1). Please use the entrance located at the rotary in front of the building, CHILDREN MUST BE BROUGHT TO THE GYMJA WARRIOR MAIN ENTRANCE FOR CHECK IN.

#### **Pickup:**

All campers will be picked up with the Camp Director/Coach at the drop-off location. Please park and come in to sign out your camper. See the policy regarding who can pickup in the sections titled "Communications".

#### Mon-Fri Schedule:

7:30am - Early Drop-off begins

9:00am - Parkour/Flips Session begins

11:45am - Parkour/Flips Session Ends (Full day camper lunch begins)

12:15pm - Ninja Warrior Session Begins (Open gym until 1pm)

3:00pm - Camp for the day ends

4:00pm - Late pickup ends

#### Theme of the Days:

**Monday:** Teamwork Skills

**Tuesday:** Respecting themselves and others

**Wednesday:** Self-Discipline and Responsibility

**Thursday:** Learning through failure

**Friday:** Positivity is key

## BUDDY POLICY

At Gymja Warrior Summer Camp, one of our goals is to provide a safe and fun experience for your child. Campers will be under the supervision of the camp counselors at all times and are not allowed to leave the group without asking permission from the camp counselor first. In order to ensure that campers are safe when taking bathroom or water breaks, we follow and enforce the buddy policy. Any time that a camper asks a counselor to take a break they MUST have a buddy. This procedure will be reiterated throughout the camp week, but please make sure that the camper understands this prior to coming to camp.

## DISCIPLINE POLICY

We will operate on a three-step discipline basis. The three steps are as follows:

1. Camper will sit out of game/activity for 10 minutes. At end of 10 minutes, counselor will discuss with camper about what they did and what they will do next time to correct their behavior.
2. Camper will sit down with Director and will discuss wrongdoing. Director will issue a final warning to camper. Parent/Guardian will be informed of the situation at pickup.
3. Parent/Guardian will be contacted, and camper will be sent home.

At the counselor's and/or Camp Director's discretion, a camper may be disciplined according to these three steps for any misbehavior or insubordination. The three steps can be usurped if attitude/incident is severe and camper has to be sent home immediately. Corporal punishment, including spanking, is prohibited. No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse. No camper shall be denied food or shelter as a form of punishment. No child shall be punished for soiling, wetting or not using the toilet. 8 Parents of campers have the right to speak with the Camp Director at any time regarding staff behavior or camper issues.

## COMMUNICATIONS

### GENERAL

Parent input is very important to us. Please contact the Camp Director at 833-543-9991 x1 (ask for Luke) if you have any concerns or important information. The Camp Director can make arrangements for individual conferences with staff at your request. Please make these requests with the Camp Director and not the individual camp staff. We want ALL children to have an awesome experience at Gymja Warrior Summer Camp. We encourage new parents and campers to come to Gymja for a tour!

### COMMUNICATION OF IMPORTANT INFORMATION

Please fill out the Personal History Form so that camp staff can get a full picture of who your child is before camp even starts! If anything is happening at home that will influence and/or affect the camper's experience and/or disposition at camp, please feel free to discuss it with the

Camp Director. All information will be confidential. Our goal for to have a positive, safe and fun experience at camp, and that information will help us achieve our goal.

### DROP OFF AND PICK UP

Drop-off and pick-up location will be the Gymja Warrior main entrance located in building 1. This building is accessed through the door at the rotary in the DIS parking lot. Parents or legal guardians MUST check in with supervising Camp Director upon drop off and pick up. NO CHILD MAY BE PICKED UP DURING OR AT THE END OF CAMP BY ANYONE OTHER THAN HIS/HER PARENT OR THE PEOPLE LISTED ON THE CHILD RELEASE FORM UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE BY THE PARENTS, **IN WRITING**, WITH THE CAMP DIRECTOR. **THIS IS FOR YOUR CHILD'S SAFETY.**

### USE OF PICTURES & VIDEO FOR PUBLICITY

During the camp program, staff members and/or professional photographers will take photos & videos for electronic and print newsletters and general marketing purposes that may include your child/children. Parents/Guardians may refuse any or all use of those photos and videos related to specific campers, provided a written request is received by the Camp Director prior to the start of camp.

### LATE POLICY

It is essential that parents/guardians be on time to pick up campers. If a parent is more than 15 minutes late to pick up their child, they will be billed the extra \$10 for the hour of aftercare. If you will be late to pick up your child, please call the 833-543-9991 x1 to notify the Camp Director. We suggest having all parents establish a back-up procedure so that a camper can be picked up consistently on time.

### EXTENDED CARE POLICY

To ensure proper supervision, extended care is contracted time, NOT a drop in center. Extended hours begin at 7:30am and end at 4pm. These hours are set, no exceptions will be made. We reserve the right to terminate any extended care contract for continued lateness. Registration must be prior to the start of camp. If your extended care procedure needs to be altered or added on, please notify the Camp Director immediately. Fees for extended care are \$10 per hour. If temporary or "day specific" extended extended care is needed and the space is available, for example one day or one week, please notify the Camp Director immediately via email or phone.

### ABSENTEEISM

We ask that parents please notify the Camp Director when your child/children are going to be absent or late on a regularly scheduled day. Camp fees are based on pre-registration and refunds are not given due to absenteeism.

### SCHEDULE CHANGES, WITHDRAWALS & TERMINATION



As stated on the registration form, no refunds will be made unless a child is withdrawn after July 1st, 2019 for medical reasons with doctor's note. All special requests will be considered by the Camp Director and Gymja Warrior Inc. senior management who will make the final decision.

### OTHER COMMUNICATIONS

Please call Gymja Warrior Woburn at 833-543-9991 x3 and ask to speak with the Camp Director if you have any questions, comments or concerns about your child. Please do not ask for the staff working directly with your child. The counselors and other staff will be reached on your behalf. The Director and/or staff that is addressed will respond to written notes or emails as soon as possible. Another number that can be reached is 978-816-6767

### FEES

All camp fees are payable at [www.gymjawarrior.com/summercamp](http://www.gymjawarrior.com/summercamp) and must be paid prior to arrival unless other arrangements have been made. The camp registration is not complete until the fee is paid, therefore a child may not participate unless the fee is paid.

### WHAT NOT TO BRING

- Electronics (iPods, Tablets, Cell Phones etc.)
- Gum - Balls from home (Soccer, Basketball etc.)
- Trading Cards
- Toys from home

There will be no electronics (cell phones, mp3 players, iPods, iPads, tablets etc), or gum allowed at camp. Cell phones for older campers can be off and kept in their backpacks until after camp. There will be no action figures or trading cards. Upon first sight, counselors will ask campers to put them away. Upon second sight, they will be put in the office for the rest of the day.

### CLOTHING

What your child wears to camp is extremely important! Clothing must be appropriate and comfortable for active play and games. **SNEAKERS MUST BE WORN EVERYDAY, no open toed shoes or shoes that are not safe for active play.** Sneakers must be worn on the gym floor at all times (aside from use of the trampoline). All clothing and backpack should be labeled with the child's name. Gymja Warrior is not responsible for any lost or stolen items. Anything that is forgotten or misplaced will be located at the Gymja Warrior lost and found located in our gym.

### SUGGESTED DAILY PACKING LIST

- Backpack
- Packed, non-refrigerated nut-free lunch
- Small healthy snack
- Sneakers

- Water Bottle
- Extra set of clothes at bottom of backpack (tee shirt, shorts, underwear, socks)
- A positive and fun attitude!

## **FOOD & FOOD ALLERGIES ALLERGIES**

Gymja Warrior Summer Camp is a nut free camp. Please do not send any snack or sandwiches that include nuts. This is due to children having severe nut allergies. If your child has any dietary allergies or restrictions, please indicate this on the medical forms.

## **WATER**

Please send your child to camp with a water bottle. We will have water breaks throughout the day and it will be refilled.

## **SNACK**

Please pack at least one snack for your campers. Campers will be encouraged to have their snack before lunch and again in the afternoon.

## **LUNCH**

Please send your child to camp with a bag lunch unless you are otherwise informed. There is limited refrigerator space, so please pack a lunch that does not require refrigeration. Healthy snacks and lunch are available for purchase (through DIS, cash only). Remember we are a nut-free camp so pack accordingly!

## **LUNCH MENU / PURCHASED MEALS**

Lunch is not provided to campers. All campers are responsible for bringing lunch, drinks, and desired snacks.

**For the respect of those with allergies please ensure all food is nut free.**

## **HEALTH CARE MEDICAL FORMS**

It is important to us at Gymja Warrior that all children coming to camp are in good health and are free from contagious or infectious diseases of any kind. Each camper will have to have proof of current immunizations from their physician and fill out a health record form before attending camp. If Medication needs to be administered at camp, an authorization form must be filled out. All necessary forms can be found on our website ([www.gymjawarrior.com/summercamp.html](http://www.gymjawarrior.com/summercamp.html)). All paperwork must be turned into the camp staff prior to the start of camp.

## **PLAN FOR MILDLY ILL CAMPERS**

A child determined to be ill will be brought behind the desk at the front entrance of Gymja Warrior. There, the child's temperature will be taken and symptoms will be assessed by the

Health Care Supervisor. The child's parent or legal guardian will be contacted if necessary. Medication such as Advil or Tylenol can be given to the child from its original container with written instructions from his/her prescribing physician and written permission from parent or legal guardian.

### MEDICATION ADMINISTRATION

If your child must receive medication while at Gymja Warrior Summer Camp, the following procedure must be met:

1. Medication will only be administered per written order of the child's parents or legal guardian, and will be administered by the Camp Healthcare Supervisor.
2. Medication must be passed from parent to camp staff; no child may carry medication.
3. Medication may only be taken from original container.
4. Parents or legal guardians must complete and sign the Medication Authorization Form. This can be found in the Camp Forms Packet at [www.gymjawarrior.com/summercamp.html](http://www.gymjawarrior.com/summercamp.html)
5. Medication must be clearly labeled with child's name, doctor's name and written instructions.
6. Medication will be kept in a secure area in Gymja Warrior or in our refrigerator if necessary.
7. Unused medicine will be returned to the parents, but if that is not possible it will be destroyed. A log will be kept of destroyed medication.
8. A medical log will be kept for the camp that reflects all the medication that was given, to whom it was given, who gave it, and how much was given.
9. Non-prescription medication will be administered, from their original container, with written permission from a parent or legal guardian. This camp will not dispense medication unless the above procedure is met. This is the Massachusetts' Board of Health policy that we must follow with no exceptions.

### PROCEDURE FOR EMERGENCY CARE

If the injury is slight, the Camp Health Care Supervisor or other First aid certified counselor will administer first aid to the child. The staff will then document the injury or illness in the camp medical log and also fill out the incident report form. The camp director will be responsible for notifying parents or legal guardians of the injury via phone or in person at pickup. If an individual requires immediate hospital care, after calling 911, the camp director will contact the camper's parents/legal guardians immediately that the camper is being taken to the hospital in an ambulance. If parents/legal guardians are not reachable, the camp director will contact those on the emergency medical contact form, followed by a call to the child's doctor. The camper's file, which includes any medical documents/information will be shared with the emergency personnel.

### HEAD LICE

We ask that all parents check their children's heads for evidence of lice before coming to camp begins. We also suggest that parents check their children's heads periodically during the summer to help prevent major outbreaks. The camp has a "No nit policy", where any child who has nits (lice eggs) on their head will be sent home from camp.

## CONTAGIOUS ILLNESS / ISOLATION

If your child shows any signs of a contagious illness, the health care supervisor will contact a parent who will then have two hours to pick the child up. If the parent is unable to pick up the child or we cannot reach the parent, we will contact the other two contacts on the Emergency Contact Form. If your child is too sick to participate in ANY of our scheduled activities, he/she should stay home until they are well enough to participate fully. Included in these parameters are conditions such as diarrhea, vomiting and fever. Any and all contagious diseases and viruses need to be reported immediately so that we can inform all other families about potential exposure. A few examples are: chicken pox, measles, mumps, scarlet fever, whooping cough, or strep throat.

If a child at camp is suspected of requiring isolation or personal space Gymja Warrior uses the DIS first aid isolation room in bldg 2.

## RE-ENTERING CAMP FOLLOWING AN ILLNESS

If a child is absent due to a contagious illness, the child will only be allowed back into the program after the following: they have been on an antibiotic for 24 hours; they have been fever free for 24 hours; and when appropriate, a written note from the child's physician to the camp. We ask that you use your best judgment and err on the side of caution. If your child is not able to fully participate in camp they should not be attending camp.

## OTHER GYMJA WARRIOR PROGRAMS

Please visit [www.GymjaWarrior.com](http://www.GymjaWarrior.com) and click "Programs" to find more information about our classes for Ninja Warrior, Parkour, Flips, and Martial arts tricking! As well as finding out more about using our venue for your next special event! (birthday parties, family reunions, group outings, PTO/PTA fundraising, and more!) If you have questions, please contact [Kevin@gymjawarrior.com](mailto:Kevin@gymjawarrior.com). Thank you for investing the time to read through the Parent Handbook. If you have any questions, do not hesitate to contact us!

## Meningococcal Disease and Camp Attendees: Commonly Asked Questions

### **What is meningococcal disease?**

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. 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.

### **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 serotypes.

### **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 (Menactra and Menveo) 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?**

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

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.

### **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 meningitis.

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 Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph).

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

Massachusetts Department of Public Health, Division of Epidemiology and Immunization, 305 South Street, Jamaica Plain, MA 02130 Updated March 2018