

LINCOLN PARKS & RECREATION



2026

Lincoln Summer Camp

Family Handbook

Grades K-5

Pioneers, Ramblers, Pathfinders

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This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. Participants may request copies of background check, healthcare and discipline policies as well as procedures for filing grievances.

WELCOME

WELCOME TO CAMP

We are excited to be back for the 2025 camp season at Lincoln Summer Camp! Our mission at LSC is to promote the developmental, social, and emotional well-being of campers entering grades K-8 by providing a safe, fun, and structured environment. Campers entering Kindergarten & Grade 1 participate in our *Pioneers Camp*; campers entering Grades 2 & 3 participate in our *Ramblers Camp*; campers entering Grades 4 & 5 participate in our *Pathfinders Camp*; and campers entering Grades 6 through 8 participate in our *Trailblazers Camp*.

Camp, for all groups, takes place from 9:00 am - 3:00 pm on the following dates:

Session 1: July 6 – July 17

Session 2: July 20 – July 31

Session 3: August 3 – August 14

Our Trailblazers camp focuses on off-campus activities that provide new experiences and challenges that refresh and renew the camp experience for our older campers. Each week we take campers on adventures that provide opportunities for personal growth, independence, peer socializing, team building and leadership development. Our focus is on providing experiences that get our tweens and teens unplugged and more connected to each other.

For the most up to date information about camp please visit our website at www.lincolnsummerncamp.com. Before each session your camper is enrolled in, you will receive an email with reminders for the coming camp week which will include information about special events and trips. Please do not hesitate to contact us with any questions.

Lincoln Summer Camp Core Philosophies

Summer Camp should be a place...

- where ALL campers feel free to express themselves and celebrate the joys of childhood.
- where camper safety, both physical and emotional, always comes first.
- where old friendships are fostered, and new friendships are created.
- to try something new: from stepping out on stage to learning a new sport.
- that is memorable: campers should experience special moments, success, and relationships that they carry with them far beyond the summer.

STAFF

Camp Directorial Staff

K-5 Camp

Director

Elana Rose

Assistant Director (Head of Early Risers)

Janelle Mulvaney

Assistant Director (Head of Extended Day)

Krystal Wood

Grades 6-8 Camp

Director

MacKenzie Wallace

Assistant Director

Flynn Peterson

Lincoln Parks & Recreation Staff

Director of Parks & Recreation

Jessica Downing

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Assistant Director of Parks & Recreation/Codman Pool Director
Program Coordinator

Sheila Riley
Laurie Dumont

CONTACT US

For ALL questions/concerns regarding camp, including absent or early pickup/dismissal notice, please call the Parks & Recreation office at **781-259-0784** or email Laurie Dumont at Ldumont@lincnet.org

Office Location

Lincoln Parks & Recreation
1 Ballfield Road
Hartwell Main Building (2nd floor)
Lincoln, MA 01773

REGISTRATION POLICIES

REGISTRATION PROCESS

Registration opened on Wednesday, February 5, at 7:00am. To register visit LincolnRec.com.

- Each registration requires a **\$200 non-refundable deposit per session**.
- Combining weeks from different sessions or registering for partial sessions is not permitted.
- Your camp balance must be **paid in full by June 1** unless arrangements have been made with the Parks and Recreation Office.

REGISTRATION DEADLINES

- Session 1: July 6 – July 17
- Session 2: July 20 – July 31
- Session 3: August 3 – August 14

CAMPDOC

All information and documents MUST be completed in the CampDoc System **PRIOR TO THE FIRST DAY OF CAMP.** Your child will NOT be able to attend camp if there is information or documents missing. If you have questions regarding CampDoc, please reach out to Laurie Dumont at 781-259-0784 or by email at Ldumont@lincnet.org.

CANCELLATION & REFUND POLICIES

CANCELLATIONS

All cancellation requests must be sent in writing to Laurie Dumont at Ldumont@lincnet.org.

REFUND POLICIES

The \$200 non-refundable deposit will be held for all cancellations regardless of when the cancellation is requested.

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- Any cancellations made two or more weeks prior to the start of a session will be issued a full account credit or refund check
- Any cancellations made at least one full week prior to the start of a session will be issued a full account credit.
- Any cancellations made less than one full week prior to the start of a session will not be issued a refund.

SWITCHING CAMP SESSIONS

- Any switching of camp sessions made with at least one full week prior to the start of a session will be charged a \$30 switching fee.
- Switching camp sessions with less than one full week prior to the start of the session is not permitted.

FRIEND REQUESTS

You must submit any friend placement requests at least one full week prior to the start of your child’s camp session in writing to Laurie Dumont at ldumont@lincnet.org.

Multiple groups are created for each program as enrollment dictates (i.e. there is more than one group of Pioneers/Ramblers/Pathfinders). If your request cannot be honored for some reason, we will contact you. Requests received after the deadline may not be honored.

CAMP BASICS

ARRIVAL & DISMISSAL PROCEDURES

Arrival and dismissal takes place at Lincoln School Reed Gym entrance. *Camp staff will provide a Camp Car Card to be placed on your dash for dismissal procedures.*

Arrival - 9:00 am

When arriving at camp in the morning, please follow signage to either **enter the Camp Drop-Off Lane or park in the Codman Pool Parking lot.**

1. Camp Drop-Off Lane Procedures
 - **ENTER THIS LANE FOR A QUICK DROP OFF**
 - Pull into the circle at the front of the gym and pull up to one of the numbered cones. **PLEASE DO NOT GO AROUND OR PASS OTHER CARS IN FRONT OF YOU.**
 - Staff will meet your camper at the car, assist them in getting out of the car and walk them into the gym. **To ensure a quick and smooth drop-off process we ask that parents & guardians PLEASE STAY IN THE CAR.**

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- You can help this process move smoothly by having your camper sit on the passenger side of your vehicle.
2. Parking at the Codman Pool Parking Lot Procedures
- **ENTER THIS PARKING LOT TO WALK YOUR CHILD INTO THE GYM, OR IF YOU NEED TO SPEAK WITH STAFF WHO WILL BE AVAILABLE IN THE GYM LOBBY.**
 - Park and proceed to the gym lobby.
 - Staff will be present to answer questions and assist you in finding your child's group.

Dismissal - 3:00 pm

At the end of the day, caregivers should arrive at 3:00 pm with their Camp Car Card displayed. Camp staff will direct you to either **Enter the Camp Pick-Up Lane or Park in the Codman Pool Parking lot.**

1. Camp Pick-Up Lane Procedures
- **ENTER THIS LANE IF YOUR CHILD CAN INDEPENDENTLY BUCKLE THEMSELVES**
 - Please display your Camp Car Card on the dashboard of the driver's side.
 - Pull into the circle at the front of the gym and pull up to one of the numbered cones. **PLEASE DO NOT GO AROUND OR PASS OTHER CARS IN FRONT OF YOU.**
 - Staff will bring your camper to the car, and assist them in getting in. **Campers must be able to buckle themselves.**
 - **To ensure a quick and smooth pick-up process we ask that parents & guardians PLEASE STAY IN THE CAR.**

If you need to pick up your camper before 3:00 pm please call the Parks & Recreation Office at 781-259-0784 or email Laurie Dumont at ldumont@lincnet.org.

IMPORTANT INFORMATION PERTAINING TO ARRIVAL & DISMISSAL:

- **Arrival/Dismissal Map**
 - Please refer to the Arrival & Dismissal Map on the next page and familiarize yourself with the process before the first day of camp.
- **Approved Persons to Drop-Off & Pick-Up**
 - Please inform all guardians/caregivers who will be dropping off and picking up campers of the arrival and dismissal procedures. Adhering to the drop-off and pick-up procedures ensures a safe and efficient process. Anyone who you wish to pick up your child must be listed on the Camper Release form through CampDoc, and must be able to provide photo identification if requested.
- **Biking & Walking to Camp**

Campers in our *Pathfinders* program, and older, are allowed to walk or bike home without an adult. **If you plan to have your camper self-dismiss to walk or bike home, please email their dismissal plan to**

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Laurie Dumont, at ldumont@lincnet.org before the start of their camp session. Campers will not be allowed to self-dismiss without written permission and you will be called to come pick them up.

- **Late Arrival & Early Pick-Up Procedures**

Late Arrival

If you arrive late to camp please bring your camper to the Parks & Recreation office located on the school campus at:

**Parks & Recreation Office
1 Ballfield Road
Hartwell Main Building - 2nd Floor**

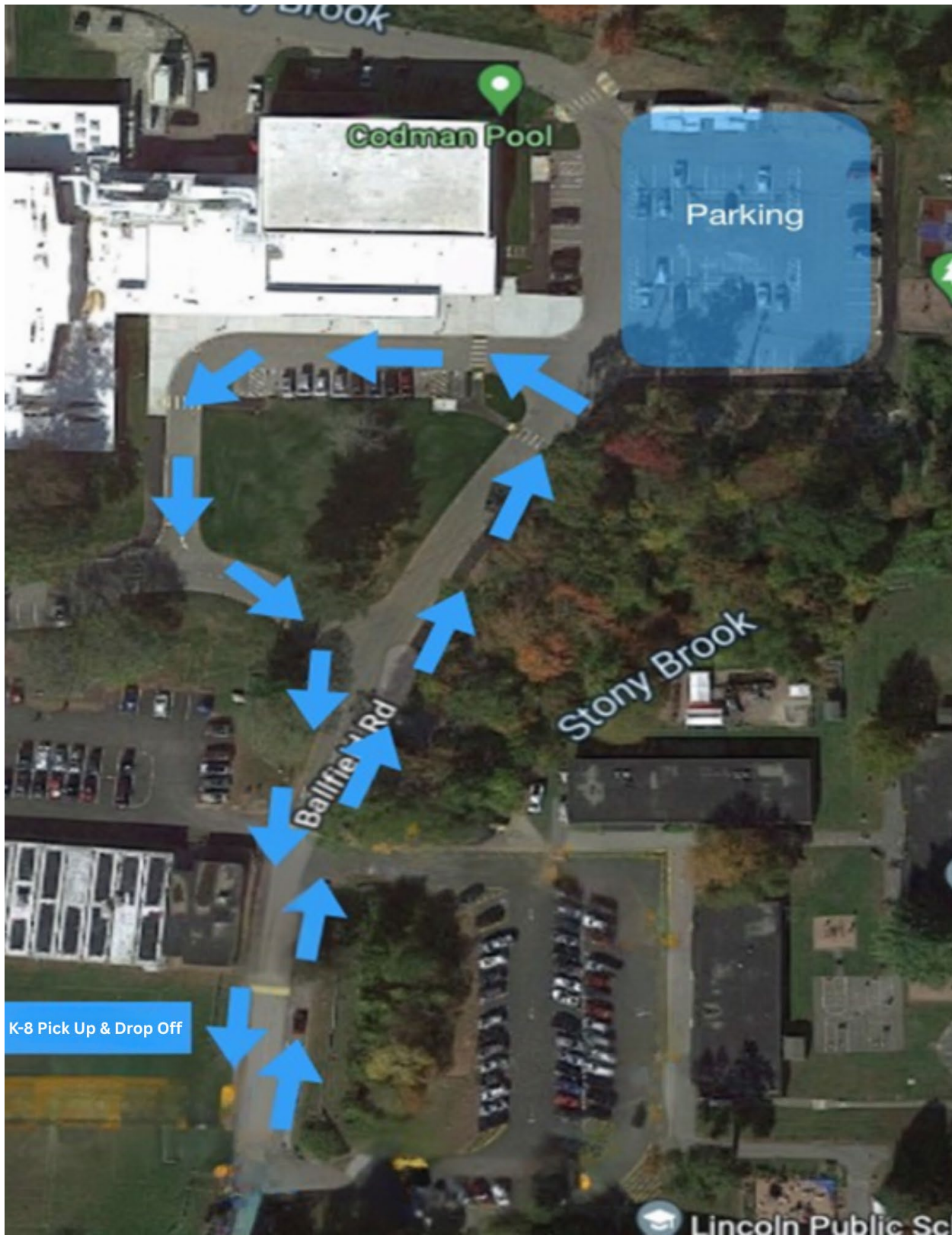
Parks & Recreation staff will be able to radio over to camp staff to meet your child and escort them to their group.

Early/Late Pick-Up

If you need to pick up your child **before 3:00pm**, please make arrangements by contacting the Parks & Recreation Office in advance at 781-259-0784 or by emailing Laurie Dumont at ldumont@lincnet.org.

Children that are still at camp after 3:15pm will be placed in our Extended Day Program and a fee will be charged.

LINCOLN SUMMER CAMP ARRIVAL & DISMISSAL MAP



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ABSENCES

If your child is going to be absent from camp please call the Parks & Recreation Office at 781-259-0784 or email Laurie Dumont, at ldumont@lincnet.org.

There are no refunds or credits for missed days of camp.

WHAT TO BRING

Please send your child each day with:

1. Sunscreen (already applied).
 - Counselors will instruct campers to reapply sunscreen throughout the day, so please pack extra in their bags.
2. Insect repellent
 - Most of our outdoor play occurs in open fields and wooded areas (sports, hikes, nature walks), so regularly applying insect repellent is highly recommended. We also recommend light colored clothing and high socks due to the prevalence of ticks.
3. A filled water bottle that can be refilled easily.
4. A snack and a lunch
 - We do not provide refrigeration or a microwave. We eat outside, picnic style, so please consider that while packing.
 - Pizza Days: We have pizza days on Tuesdays and Thursdays for \$2 per slice. Please send your child with cash on these days or pre-register for pizza by visiting LincolnSummerCamp.com and clicking on PIZZA PAY if you would like to pre-pay & sign up ahead of time.
5. A bathing suit
6. A towel
7. Sneakers or closed toed shoes with backs
8. A backpack or bag that zips closed for your child to carry throughout the day.

PLEASE LABEL ALL BELONGINGS

Please help mitigate the amount of lost and found by labeling all belongings. Campers are on the move throughout the day on campus, so please make sure your child is able to carry all belongings.

WHAT NOT TO BRING

Please DO NOT bring:

1. Cell phones
2. Toys
3. Bluetooth Speakers
4. Ear buds
5. Card games (fantasy cards, trading cards, etc.)

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EXTENDED CARE

EARLY RISERS PROGRAM

Time: 7:45 – 9:00 am

Drop-Off Location: Lincoln School, Reed Gym Entrance

The Early Riser Program is offered weekly. You must register separately for this program. To register, please visit LincolnRec.com and click register now.

Caregivers may park in the Codman Pool lot to drop off their camper for Early Risers or enter the drop-off lane. Early Risers staff will be at the gym entrance to greet campers. Campers will enjoy a provided snack and engage in low-energy activities during their time at Early Risers. At 9:00am, campers will join their groups and begin the day.

EXTENDED DAY PROGRAM

Time: 3:00 – 6:00 pm

Pick-up Location: Behind the Codman Pool

The Extended Day Program is offered weekly. You must register separately for this program. To register, please visit LincolnRec.com and click register now.

At 3:00pm campers who are registered for our Extended Day program will meet with the Extended Day Staff. They will enjoy a provided snack and then a wide array of activities. These activities typically take place on Frontier Field (Codman Field) or in the Reed Gym. Around 4:00pm, campers journey to the Codman Pool to enjoy extra free-swim.

Pick-Up Instructions:

- When you arrive to pick up your camper from Extended Day, park in the Codman Pool Parking lot. Campers will have their belongings behind the pool, outside of the fence by the Gaga Ball pit. Do not enter the pool gate; follow the path to the left of the pool entrance to meet with the Extended Day Staff to check out your child(ren).
- Please bring your camp car card with you or your ID to check out. If you are planning to stay at the pool after picking up your camper(s), you must check out your child(ren) first, gather their things, and then check in at the Codman Pool entrance gate. If staying at the pool, please note that once your camper(s) is dismissed from camp the Extended Day staff is no longer responsible for monitoring your child(ren). In the case of inclement weather, participants will be emailed with an updated location for pick up.

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POOL POLICIES

SWIM LESSONS

American Red Cross Swim lessons are offered to Pioneers, Ramblers & Pathfinders campers Monday through Thursday. Swim Lessons may be canceled if conditions are extreme (too cold, too rainy, too foggy) and compromise the pool staff's ability to monitor swimmers. Campers will be evaluated on the first day of each session and divided into appropriate swim levels. They will receive a written progress report or level card at the end of each session. ***All campers are expected to participate in swim lessons.*** Parents will be notified if their child refuses to participate or does not have proper swim apparel.

FREE SWIM

Free swim is offered each day that a child is on campus. All pool policies apply during this time. The concession stand is available to campers during free swim only, but Lincoln Summer Camp is not responsible for any lost or missing money. We will have concession stand punch cards available for purchase. Counselors will be available to help campers complete transactions.

SWIM TEST

This swim test is administered at the beginning of each camp session for your child's safety. Campers only have to pass the swim test once each season, and may retake the test daily until passed. The shallow end of the pool is open to all swimmers. Campers must pass the swim test in order to use any other area of the pool. The swim test must be administered by a pool supervisor. The test consists of swimming 2 lengths of the pool on their front (any stroke as long as body position is horizontal, not vertical) in 2.5 minutes, followed by a submersion of the head without holding their nose, and treading water for 1 minute. This must all be done with no break.

CODMAN POOL RULES AND REGULATIONS

1. Children must be 11 YEARS OLD and pass the swim test to be left alone at the pool. Otherwise, children must be with a responsible person at least 16 years of age. *Campers will be supervised at all times during camp hours.*
2. The pool will be closed to the public during camp swim lessons, camp free swim, swim team practices, and swim team meets. Sections of the pool may be closed during town swim lessons.
3. After 6:00pm the pool is reserved for families and adult swimming.
4. A bathing suit is required of all swimmers.
5. Only Pioneer Campers can use the Splash Pool during camp time.
6. Food and beverages are not allowed on the pool deck or in the bathhouse. NO GLASS OR CERAMIC CONTAINERS ARE ALLOWED WITHIN THE GATED AREA!
7. Smoking is not allowed anywhere on the school grounds including the areas in and around the pool.
8. No animals or vehicles (including bicycles) are allowed within the pool fence.
9. Swimmer's aids, fins, snorkels, floatation devices, and inflatable toys are not allowed unless approved by the pool director. Coast Guard Approved PFDs (type 3 and 1/2) are allowed.
10. The office phone is for staff and emergency use only.
11. All swimmers must shower before entering the pool.
12. No turf shoes with cleats or spikes allowed within the fenced area.
13. No running, pushing, riding on shoulders, or unnecessary splashing in or around the pool.
14. No hanging on the basketball hoop

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15. No non-swimmers will be allowed outside of the shallow end or wading pool. They will not be allowed in the waterslide area.
16. Swimmers must go feet first and on their back down the water slide. There should be only one swimmer in the deep end while the slide is open.
17. All members and guests shall conduct themselves in a manner befitting responsible members of the community. Reckless and thoughtless actions will not be tolerated.
18. No person with a communicable disease will be permitted to swim in the pool.
19. Patrons who fail to obey these rules may be asked to leave and may have their membership privileges revoked for the summer or in extreme cases, permanently.
20. The Pool Director and Lifeguards have the authority to enforce these rules and to take any necessary action to guarantee the safety of all.
 1. members of the community. Reckless and thoughtless actions will not be tolerated.
 2. No person with a communicable disease will be permitted to swim in the pool.
 3. Patrons who fail to obey these rules may be asked to leave and may have their membership privileges revoked for the summer or in extreme cases, permanently.
 4. The Pool Director and Lifeguards have the authority to enforce these rules and to take any necessary action to guarantee the safety of all.

FIELD TRIPS

Pioneers, Ramblers & Pathfinders will go on one field trip per week on Fridays. Information about each trip can be found at LincolnSummerCamp.com and you can expect to receive an email with details about how to prepare your camper for each trip at the start of the camp week.

Campers in the Pioneers, Ramblers, and Pathfinders are required to wear their camp shirts on every field trip. Camp shirts will be provided to all campers before the first trip. On trip days, please pack disposable lunches marked with your child's name unless otherwise noted. For their own safety, please do not send your child on a field trip wearing clothing with their name on it (i.e. sports jerseys with their last name on the back, etc.).

Chaperone System:

This is our supervision format with all elementary school age programs. Staff are directly responsible for 8-10 participants, and stay with them for the duration of the activity. Staff work directly with the Trip Supervisor to coordinate the group's activities. Each staff member sets an emergency meeting location for their group, in the event that any participants get separated. The Trip Supervisor does not have his or her own group, and acts as an additional safety monitor throughout the trip.

BEHAVIORAL EXPECTATIONS

The behavior policies below are part of a contract that you signed and agreed to as part of your registration. Please review these expectations with your camper before coming to camp.

Camper Behavioral Expectations:

1. Campers will conduct themselves in a safe and respectful manner at all times. They will

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- follow the directions of the camp staff at all times.
2. Campers will not participate in any form of violent behavior.
 3. Campers will not participate in any hazing, bullying, intimidation, threats of violence, harassment or any form of inappropriate controlling, either verbal or physical.
 4. Campers are not to leave or separate themselves from the group or camp activity at any time, unless approved to do so by camp staff.
 5. Campers will not take anything, without permission, that does not belong to them.
 6. Campers will not damage or deface any property. Families will be held responsible for any monetary reimbursements due to property owners.
 7. Campers will not bring objects that are deemed dangerous or disruptive to the program, (pocket knives, fireworks, lighters, matches, projectile devices, etc.) and subsequently will not possess or use any illegal objects. Use of personal entertainment devices are solely at the discretion of the staff.
 8. Tobacco, alcohol, and all illegal substances are prohibited at all Parks and Recreation Department and Lincoln Summer Camp activities.
 9. Participants will not use verbally inappropriate or abusive language or physically inappropriate or abusive actions at any time during a Parks and Recreation Department activity.
 10. Campers will not bring cell phones with them during the camp day. If a camper needs a cell phone after camp, they can leave it in the Camp Director's office until the end of the camp day.

These expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by the camp staff may be subject to the disciplinary actions outlined below:

Lincoln Summer Camp / Parks and Recreation Department Disciplinary Procedures:

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of physical hitting inflicted in any manner upon the body including spanking; punishments which subject the child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; force feeding; punishment for soiling, wetting or not using the toilet or forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting; or punishment related to eating or not eating.

Depending on the severity of the offense, the following actions may be taken:

1. The camper will be warned against future infractions.
2. The camper may be removed from the situation and asked to sit with staff. A parent will be notified of the situation.
3. If damages are involved, the camper will be responsible for their repair. A parent or guardian is ultimately responsible for any damages incurred by their camper.
4. A parent may be notified and asked to come and remove the camper from the program. In these cases, a parent/child conference with the Camp Directors and Parks and Recreation Director is mandatory before the participant can return to camp or any Department activity.
5. In the interest of program safety, the Camp Directors and Parks and Recreation Director reserve the right to withhold a camper from any Parks and Recreation Department activity until the necessary parent/child conferences have been completed.

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6. In extreme or repeated cases, the Parks and Recreation Director may suspend a participant's enrollment or expel a participant from any and all Department activities.
7. In the interests of program safety, the Camp Directors and Parks and Recreation Director reserve the right to review with any camper, past infractions that may pertain to the overall safety of the camp program. Past infractions will be taken into account when determining appropriate disciplinary measures.

HEALTH CARE POLICIES & MEDICATIONS

All campers must have had a physical exam within the past 18 months and be up to date with their immunizations. Documentation of a physical exam and an immunization record must be uploaded to CampDoc.

MEDICATIONS

If your camper requires medication please bring all medications in a properly labeled medication container and their Medication Order Form in a plastic zip-lock bag clearly labeled with your child's name, grade and phone number. Make sure the form is completed, signed and uploaded to CampDoc. Use a separate form for each medication.

A "properly labeled" medication container must be a pharmacy or manufacturer container that is labeled with the following:

1. Name of medication
2. Dosage
3. Time(s) medication should be given
4. Child's name
5. Physician's name
6. Name of dispensing pharmacy

Parents wishing to discuss a particular medical concern with the Camp Directors should do so before their child's first day of camp.

If your child uses an inhaler or requires an Epi-Pen, please be sure to send in two so that one can accompany your child and one can remain in the health office.

Camp Health Care Consultant

Name: Dr. Eshita Bakshi, DO/Pediatrician
Telephone: 978-369-9401
Address: 101 Thoreau Street
Concord, MA 01742

Hospital Utilized for Emergencies

Name: Emerson Hospital
Telephone: 978-369-1400
Address: 133 Old Road to Nine Acre Corner
Concord, MA 01742

EMERGENCY PROTOCOLS

If a child is in need of immediate advanced medical attention, staff will administer first aid, contact a Camp Director and/or Parks and Recreation Department Director, and contact Emergency Medical Services. They will then contact a parent/guardian, and bring the child's Emergency Information Form and Parent/Guardian Authorization Form to the

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hospital.

On campus, one staff member will return to the health center with the injured child if the child is able to walk. If the child is not able to walk, one staff member will remain and administer first aid while another staff member goes for help.

If the parent(s)/guardian(s) cannot be reached, we will try the emergency contact. If no one can be reached and the child needs to be transported to the hospital, a staff member will accompany the child to the hospital while the camp continues trying to reach parents/guardians and emergency contacts.

To help prevent accidents, staff members check the campus daily for hazards. If any hazards are identified, the area is marked-off and reported to the Camp Directors. If the Directors cannot fix the hazard, it is reported to the School Maintenance Coordinator and Parks and Recreation Director.

Staff will inform parents if their child receives a minor injury. Minor injuries are entered into our logbook, and parents receive a verbal report on the incident. All major injuries are documented on the injury report form and placed in the child's file as well as a copy given to the parent. If the injury is related to the condition of the school grounds, a written report is also given to the School Business Manager.

In the event of fire or natural disaster, parents will be notified and the camp area will be closed until the problem is corrected. If a long-term solution is needed, we will ask the school committee to supply temporary space until the camp space becomes available again. In the event of loss of power, heat, or water, parents will be notified and the camp area will close. We will move to another building on campus if possible.

ALLERGIES

All camper and staff allergies are posted. The counselors within a given camp group will receive written notification of any camper allergies. Children are kept away from any situations that might aggravate their condition. Medication is given as prescribed by physician and parent.

ILLNESS/INJURY

If your child becomes sick at camp, camp staff will call the parents/guardians. If a parent/guardian is not available, staff will call the emergency contact.

In general, all parents will be notified in writing if a child at camp has any contagious or reportable disease.

If your child is injured at camp, camp staff will call the parents/guardians. If a parent/guardian is not available, staff will call the emergency contact.

Parents/guardians will be notified in writing of any first aid or medical care during camp.