



BROOKS SCHOOL

Summer Programs

Family Handbook

2023



© Brooks School Office of Summer Programs
1160 Great Pond Rd
North Andover MA 01845
Phone 978.725.6253 • Fax 978.725.6254

Brooks School Summer Programs Families,

I am excited to welcome back our returning families and greet the newest community members. Having offered summer programs for over half a century, Brooks School has set the bar for what quality programming in our area looks like. It is an honor to be working alongside such a dedicated team of youth development professionals. I am confident your child will find a welcoming and safe environment here at Brooks. Our summer programs are built on the school's storied history and reputation.

During the academic year, Brooks is defined by small classes that allow students to work closely with teachers, fostering a relationship that is at the core of the warm, close-knit community. Recognizing the need for a local, high-quality summer camp, Brooks founded the Office of Summer Programs in 1971.



At its inception, the Brooks School Day Camp was built on the principles that have made the school a success. The day camp mirrors Brooks School's focus on relationships and the belief that a well-crafted program with a purpose will have a lasting impact on the children of the community. The day camp has long taken advantage of the pastoral campus. Using the Brooks School facilities, athletic fields, and lake frontage, the camp's activities are varied and complement many interests. Over the years, the camp schedule has grown to include a multitude of arts, sports, and enrichment-based activities. Stages & Studios is designed around the principles of the day camp. This program is immersive experience for those interested in exploring the many facets of the visual and performing arts as well as participating in a traditional summer camp environment.

A natural progression of events led to the creation of the Counselors-In-Training Program, which provided the training for future camp counselors. This program helped ensure counselors had the skills to be successful. In 2014 the CIT program was renamed Leaders-In-Training. The name change better reflects how this program has evolved. No longer solely designed to train camp counselors, the LIT program instills qualities and skills that extend beyond camp into the participant's social, professional, and academic lives.

Given Brooks School's reputation as an academic leader and challenging curriculum that includes 20 advanced placement courses, Brooks began to offer summer school classes with the establishment of the Summer School. With a focus on enrichment and engagement, summer school classes are designed for those students who are motivated and passionate about learning. Course offerings have always progressed to reflect best practices in teaching and learning.

Recognizing that our rich history is a strength, we pride ourselves on upholding the traditions and values that have brought such success over the years. Though the world changes, Brooks School Summer Programs has always maintained its focus on providing programming that is timeless and relevant for the children of today. For this reason, Brooks School has maintained its reputation as New England's leader in summer programs.

Sincerely,

Jacob Andrus, *Director of Auxiliary Programs*

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Introduction

The primary goal of Brooks School Summer Programs is to provide a physically and emotionally safe, enriching environment in which campers can spend their summer vacation. Children ages three through eighteen are offered a variety of recreational, educational and creative experiences designed to meet the diverse interests and abilities of a wide range of campers.

Through one or more of our programs, the Brooks School Day Camp, Leader-in-Training Program, Stages & Studios, and the Brooks Summer School children flourish in a supportive atmosphere, acquire new skills, stir interest, make friends and journey through memorable summer adventures.

Brooks School Summer Programs is fully licensed and permitted by the Town of North Andover and Commonwealth of Massachusetts. We work hard to bring together a talented and dedicated team of youth development professionals who love what they do and are excited to share their passion and diverse experiences with your child.

Purpose

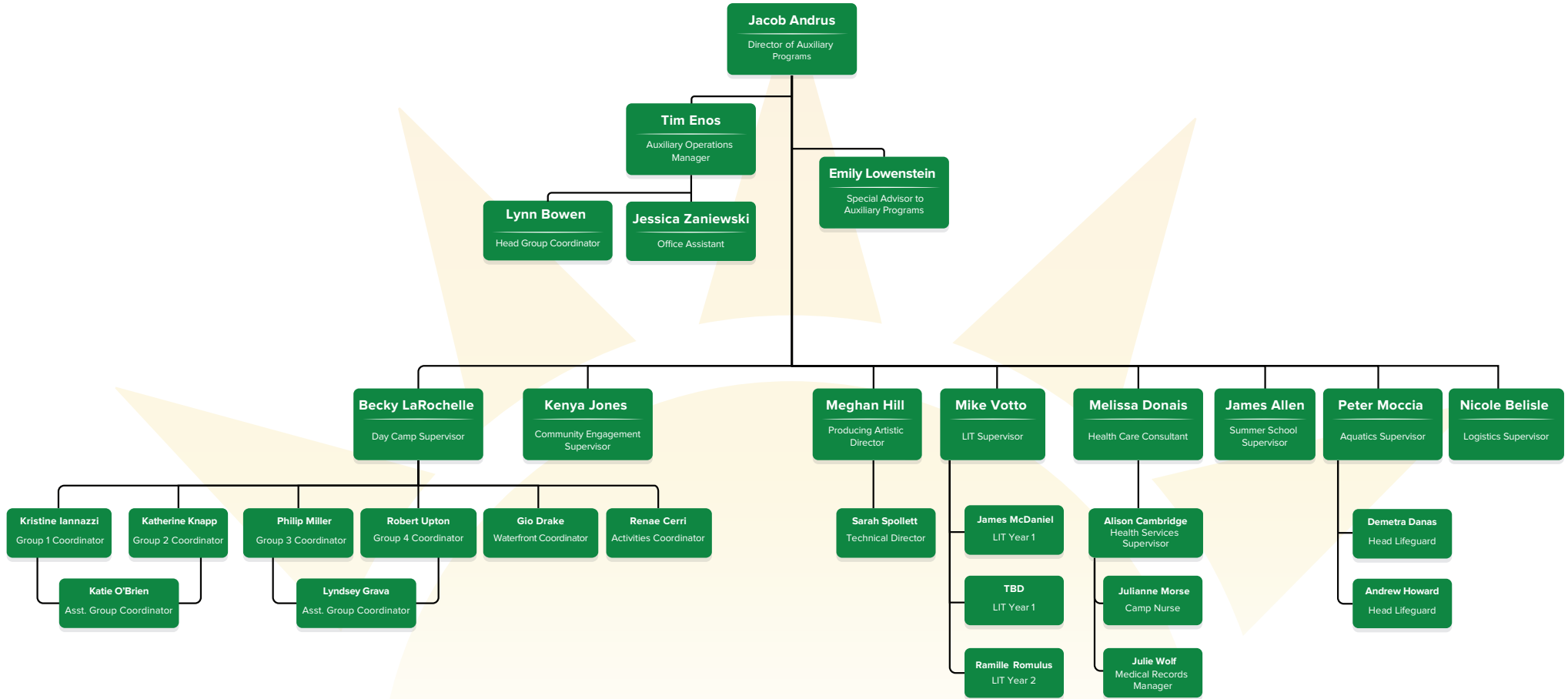
This handbook contains useful information for the families of Brooks School Summer Programs including required notices, policies, procedures and the code of conduct. Families are encouraged to review the contents of this handbook with their child and keep it as a reference throughout the season.

You are responsible for reading the handbook, familiarizing yourself with its contents, and adhering to all of the policies and procedures of Brooks School Summer Programs.

The information in this handbook represents guidelines only. The Summer Programs Office reserves the right to modify this handbook, amend or terminate any policies, procedures, or programs whether or not described in this handbook at any time.



BROOKS SCHOOL
Summer Programs



Brooks School Summer Programs

1160 Great Pond Road,
North Andover, MA 01845
(978) 725-6253

Dear Day Camp Families,

With much joy and excitement, I welcome you to the 2023 Day Camp season. The staff and I are very excited to celebrate Brooks School Summer Program's 51st summer with you all!

As many of our returning families know, the staff and setting set Brooks School Day Camp apart. Our camp staff consists of teachers, students, athletes, and professionals dedicated to ensuring your child has a fantastic time at camp. I select the counselors for their passion for working with children, their skills at engagement, their enthusiasm for camp, and their dedication to safety.



As you read the handbook, I hope you will better understand how our program operates. The handbook is designed to help prepare you and your camper for a fun camp experience. We want you to feel confident that your child is in good hands and that you have all the answers to your questions. As a parent whose children attended the camp, Leaders-In-Training program, and are now counselors, I know there is a lot of planning for the first day.

I hope you will take advantage of the resources on our website to help make the transition from school to camp easier. I have always found reviewing the [daily schedule](#) to be a way to take away some of the nervousness and unknowns. Talking about the [activities](#) that your camper will get to participate in also helps to build excitement. Even looking at pictures from last year on our [app](#) can bring the idea of camp to life. Finally, learning about the group coordinators, nurses, and other [familiar faces](#) around camp can help campers feel like they know someone before arriving.

With so much happening on campus, organization is key to keeping things running smoothly. The priority of maintaining a safe campus is our highest priority. Please spend a fair amount of time reviewing the pick-up and drop-off procedures and corresponding map and how we handle early pick-ups and late drop-offs. It is essential to keep your authorized pick-up list up-to-date so that we can make dismissals seamless and safe. If you need to make changes, contact the Summer Programs Office. We ask that you respect our policies and understand that everything we do is for your child's safety and your peace of mind.

I hope you will join us on Saturday, June 24th, from 11:00 AM to 1:00 PM for our annual open house. This year I am thrilled to announce we will have two food trucks. The open house is an excellent opportunity to meet the leadership team, tour campus to see the activity areas, meet some counselors, and get your bearings before the first day. The open house is also a great time to speak with the nurse and drop off medication.

I am looking forward to a fun-filled summer full of laughter and lifelong memories! If you have any questions or concerns or want to discuss your child's participation at camp, please feel free to reach out.

We look forward to seeing you soon,

Becky LaRoche, *Day Camp Supervisor*
daycamp@brooksschool.org

Dear LIT families,

The LIT team is thrilled to welcome you to the 2023 summer at Brooks School Day Camp! I am Michael Votto, the LIT supervisor, and along with James and Ramille, we are here for you and your sons/daughters as they work with us all here at BSDC.

Our team is committed to supporting and developing each participant's ability to build healthy relationships with campers and counselors, hone their techniques for making meaningful contributions within our community, build confidence in leading and working with campers, and understand what it means to become a youth development professional.



The outline below highlights some of the basics of the LIT program. If you have any questions, please email me at bsdc_lit@brooksschool.org.

Meetings & Training Sessions

1. Attendance is required at all meetings/training sessions when scheduled for each respective LIT year.
2. Participation in all meetings/training sessions is encouraged, including discussions, activities, and games during such sessions.
3. 1st Year LIT will be in either AM or PM training. When a LIT is not in training, they will be with their assigned groups.
4. 2nd Year LIT will be assigned to either an activity or group for the week. There will also be specific leadership training and individual meetings for support.
5. 3rd Year LIT will be assigned to a group or activity for the week. There will also be time for 3rd Year LITs to engage in other areas around camp, opportunities to plan a community service project, resume building sessions, and continued specific leadership training.
6. All LITs will be evaluated by their respective LIT coordinators and given weekly coaching cards and WOW Wednesday cards by the group staff or activity staff they are assigned to.
7. All LITs will be given an exit interview upon completing their 4-week commitment.
8. The LIT Supervisor and Coordinators will meet daily with LITs, once weekly as a group, and informally throughout each day, making observations.

Brooks School Summer Programs operate under a "NO CELL PHONES" policy. Any camper/LIT caught violating this policy will have their cell phone/device confiscated until the end of the day.

Vehicles: LITs that are old enough to drive must have written permission from their parents and the Director of Auxiliary Programs to park a car on campus.

Orientation: All LITs must attend orientation on June 22, 5:30-8:00. More details will be released.

I look forward to working with your child this summer. If during the time your child is with us at Brooks, please do not hesitate to reach out if you have any questions or concerns.

Mike Votto, *LIT Supervisor*
bsdc_lit@brooksschool.org

Greetings Stages & Studios Families,

My name is Meghan Hill, and I am the Producing Artistic Director for Stages & Studios. During the school year, I am a member of the Brooks School faculty. I am very excited to be working with your child this summer.



We are lucky to have such a fantastic, state-of-the-art facility to use as our space to create, dream, play, and explore. Within the Center for the Arts, performances, teaching, and camp gatherings have a spacious, comfortable home. Our 387-seat theater has all technology and tools that you'd find in any professional space. Its stage connects to a scene shop and a 1,200-square-foot Black Box theater, which provides flexible teaching space and an additional performance venue. A costume shop, dressing rooms, art/music classrooms, and green room are other spaces we will use. I cannot wait to see what we create here together!

Your child will have a great time in the Stages & Studios program. Campers rotate through creative blocks each day, focusing on music, acting, dance, and art. For our campers ages five to ten, outdoor activities will complement and balance the arts' focus to provide a well-rounded, immersive, and fun experience. Expect to try archery, gymnastics, boating, and so much more! At the end of each one-week program, we will showcase our artistic experiences and time together. Families will receive information closer to the program start date about attending live showcase performances of *Moana Jr.*, *Legally Blonde Jr.*, and *The Cabaret*, and more!

You do not need to send any art supplies; we will provide everything. We recommend that your child wear closed-toed shoes and clothes that do not restrict movement. The air-conditioning can be a bit cool, so a light jacket or pullover may be handy.

I hope you will join us for our annual open house on Saturday, June 24, from 11:00 to 1:00. The open house is an excellent opportunity to meet the teaching staff, tour our facilities, meet some counselors, and get your bearings before the first day. The open house is also a great time to speak with the nurse and drop off medication.

If you have any questions before or during the camp experience, don't hesitate to contact me at mhill@brooksschool.org.

Meghan Hill, *Producing Artistic Director*
mhill@brooksschool.org

Dear Parents & Guardians,

We are excited to see the snow melting and the promise of spring and summer here at Brooks School. I hope you and your student(s) are as excited as we are to begin what promises to be the best Brooks Summer School sessions yet! This summer will be my seventeenth with Brooks Summer Programs, and this year we are hoping to offer some new and exciting courses to our program of studies. Our team of dedicated teachers is happy to be back for another summer of learning and fun with the beautiful Brooks campus as our backdrop.



Our first session begins on Monday, June 26, and concludes on Friday, July 14. Enclosed in this handbook is a campus map indicating the location of the Science Center, where all classes are held. The morning drop-off and afternoon pick-up will take place in front of the Science Center. Students should arrive no earlier than fifteen minutes prior to their first scheduled class and be picked up at the conclusion of their last. Students using their own cars should see me for information about where to park and how to obtain a parking pass. Brooks School will provide necessary textbooks and notebooks; your student should bring writing utensils and may be asked to bring a laptop for certain classes. More information about laptops/Chromebooks to follow.

Teachers will take attendance at the start of each class. If your child is going to miss a class or day, please notify the Summer Programs office at 978-725-6253. At the end of the session, you will receive a detailed description of your student's progress in each of their classes.

Please contact me with any questions at the Summer Programs office or summerschool@brooksschool.org. I trust your student will have both an enriching and enjoyable experience here at Brooks School.

Best Regards,

James Allen, *Brooks Summer School Supervisor*
summerschool@brooksschool.org

Greetings Families,

My name is Tim Enos, and I am the Auxiliary Programs Manager for the Brooks School. I have worked with many students, families, and faculty with diverse backgrounds and various needs throughout my career. With almost ten years of summer experience at Brooks School, I have a wealth of institutional knowledge that guides my passion for working with kids. These interactions have fueled my love for continuing education, and I am now taking on an expanded leadership role within the Day Camp. My ultimate goal is to help foster community, belonging, and cohesion among the staff, counselors, and campers.



By leading community engagement for the auxiliary programs, my focus is to develop and execute programming that emphasizes diversity and inclusion. CARE (Community, Appreciation, Respect, Everyone) was born as a part of this new initiative. Throughout the eight weeks of camp, all programs will blend the traditions of the past while understanding firsthand what makes Brooks School more than a summer camp! Under CARE, our team will be given more tools and resources to support the campers to ensure they gain experiences that last long after camp has ended.

The CARE initiative resonates with my core values of building community and changing hearts and minds through meaningful policies and approaches. I am enthused to have the opportunity to connect with the children and adults in our community and to welcome everyone with a warm smile and thoughtful listening. If you see areas in which we can better support your child while they are with us, please reach out to me. We want everyone's time at Brooks to be meaningful, enriching, and rewarding.

Tim Enos, *Auxiliary Programs Manager*
tenos@brooksschool.org

Hello!

My name is Pete Moccia. I am the Aquatics Supervisor for the Brooks Summer Programs and am thrilled to be working here. I have spent the last 11 years as the Pool Manager and Head Swim Team Coach at North Andover Country Club. I am a science teacher at Brooks School and live on campus with my family. Before we get our swimming season underway, I thought it might be beneficial to introduce my team.



Safety is our top priority in everything we do at Brooks, and the swimming pool area is no exception. Along with me are my two head guards, Andrew and Demetra. Each head guard leads a team of lifeguards. Our lifeguards are first-aid, CPR-trained, and certified water safety instructors (WSI). The WSI course has trained our lifeguards to teach all the courses presented in the Swimming and Water Safety program to all age groups, plus Learn-to-Swim Levels 4-6 and Adult Swim. This certification is the gold standard and provides the most comprehensive training for swim instructors. Our guards conduct drills twice a week to ensure they are prepared for all safety responses.

On the first day of each session, we complete a swim assessment with all new campers. The assessment helps us determine who needs swim-aids and gauge each camper's comfort level with the water. For the afternoon summer school students, you will only attend free swimming daily in the afternoons. While free swim is not structured, our lifeguard's supervision never waivers, so please remember to pack a bathing suit and towel.

I hope you found this information helpful. Please contact me if you have any questions regarding the pools or our swim program. I look forward to working with your child this summer!

Pete Moccia, *Aquatics Supervisor*
daycamp@brooksschool.org

Hi Summer Programs Communities,

My name is Alison Cambridge, and I am the Health Services Supervisor. My primary goal is to provide high-quality care for our summer community. I have been a pediatric nurse for over 19 years and a Brooks School Summer Programs member since 2018. I work with a local pediatrician's office and as a school nurse during the school year.



The Summer Health Center plays an essential role in our commitment to maintaining a safe environment at Brooks Camp. A registered nurse staffs our office at all times. Our medical team works in conjunction with Melissa Donais, RN, FNP-BC. In addition to our health office staff, lifeguards and Activity Heads are first aid trained and CPR certified through the American Red Cross. This year we are excited to add additional medical staff by having a medical assistant work in tandem with the nurses to meet all our camper's needs.

All pool lifeguards have lifesaving training and are Water Safety Instructor certified. Two lifeguards man the boating waterfront, and all boating staff is Small Craft Safety trained by the American Red Cross. We can access AEDs, first-aid kits, and emergency phones throughout campus. Needless to say, your child is in good hands while at Brooks School.

I cannot overstate the importance of ensuring your child's medical forms and health history are up-to-date on the Parent Portal. We rely on your information to meet your child's needs. I encourage you to review the information you provided at registration. If you need to make changes, let the office know, and they can assist you.

If you plan to send medications or special snacks to accommodate dietary restrictions or allergies, dropping them off at the Health Center on the first day of your child's session often works best. Of course, you are always welcome to come a day or two early if you'd like to speak with a member of my team. Our office is in the Athletic Center, which you will see on the map in this handbook. I will also be available during our open house on Saturday, June 24, from 11:00 to 1:00.

If there is anything I can do to help you or your child while they are at Brooks this summer, please do not hesitate to contact me.

Alison Cambridge, *Health Services Supervisor*
campnurse@brooksschool.org

Hello,

My name is Jessica Zaniewski, and I am the Summer Programs Office Assistant and the liaison to families for transportation services this summer. I have worked as an Administrative Assistant in school health for nearly five years. I'm passionate about youth health and wellness and absolutely love what I do! I enjoy being outdoors and riding my horse when I'm not at work. I am excited to joining the Brooks team this summer!



For transportation services, I will be the point person between NRT Transportation and the Summer Programs. In addition, I work closely with the school bus monitors to ensure the safety of all children as they are transported to and from camp. If you have chosen to enroll in transportation, you can find your bus information on the Parent Portal, including routes and times. Transportation questions can be directed to me at 978-725-6334 or summerprograms@brooksschool.org.

I look forward to supporting you and your children this summer. Please feel free to reach out if you have any questions or concerns or want to discuss your child's transportation options.

Jess Zaniewski, *Auxiliary Services Office Assistant*
978-725-6334
summerprograms@brooksschool.org

Hello from Logistics!

My name is Nicole Belisle, and my crew and I are the behind-the-scenes team keeping all of the Brooks School Summer Programs running. We handle the snacks, lunch distribution, ice cream sundae parties, and hot dog cookouts!

My priority is helping the programs comply with the Commonwealth of Massachusetts and North Andover Board of Health. I hold industry certifications in ServSafe, Allergy Awareness, CPR, and First Aid. In my twenty years involved in school-based nutritional services, I understand that many campers come to us with unique allergies and specific dietary needs. My team and I are happy to ensure your child will have a pleasant experience regardless of any allergies or dietary restrictions.



If your camper has any allergies or dietary needs, please contact our Health Services Supervisor as soon as possible. I work closely with the health center to ensure we are providing your child with the appropriate food and, in some cases, special snacks supplied from home.

We understand that sometimes campers cannot have the items provided by the camp for snacks, ice cream sundae parties, or hot dog cookouts. My team and I ensure that your child's dietary restrictions or allergies do not limit their participation by coordinating with you and the health center by substituting specific items that you send with your child to camp.

If your child requires a substituted snack, please drop it off with our nurse on your camper's first day. Also, if you need any substitutions for our ice cream sundae or hot dog cookouts, please send the item at least forty-eight hours in advance. A complete schedule of the events is available on the camp calendar found in this handbook.

Nicole Belisle, *Logistics Supervisor*

Brooks School Summer Programs Calendar



BROOKS SCHOOL
SUMMER PROGRAMS

Summer 2023

Brooks School Summer Programs • 1160 Great Pond Rd., North Andover, MA 01845 • (978) 725-6253 • summer.brooksschool.org

June 2023						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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July 2023						
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30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 19 Juneteenth Holiday-Offices Closed
- 22 LIT 1, 2, & 3 Orientation 5:30-8:00 p.m.
- 24 Summer Programs Open House 11:00-1:00 p.m. w/ Food Trucks
- 26 Session I Begins (Party in the USA)
- 28 WOW Wednesday! Ice Cream Truck
- 30 Red, White, & Blue Dress Up Day & Ice Cream Sundae Party

- 3 Fourth of July Holiday-Campus Closed
- 4 Fourth of July Holiday-Campus Closed
- 6 Lost and Found Open 4:00-5:00 p.m.
- 7 Beach-Day Dress Up Day & Hot Dog Cookout
- 10 Session II Begins (Decades of Fun)
- 12 WOW Wednesday! Artist Rob Surette
- 14 Flashback Friday Dress Up Day & Ice Cream Sundae Party
- 19 WOW Wednesday! Foam Party with Foamalicious
- 20 Lost and Found Open 4:00-5:00 p.m.
- 21 Neon Dress Up Day & Hot Dog Cookout
- 21 Legally Blonde Performance 2:00 PM
- 24 Session III Begins (Wide World of Sports)
- 26 WOW Wednesday! Traveling Games
- 28 Favorite Sports Team Dress Up Day & Ice Cream Sundae Party

- 2 WOW Wednesday! Magic Show (Ages 4-7) Bike Stunt Show (Ages 8+)
- 3 Lost and Found Open 4:00-5:00 p.m.
- 4 Tie Dye Dress Up Day & Hot Dog Cookout
- 4 Moana Jr. Performance 2:00 PM
- 7 Session IV Begins (Country Fest)
- 9 WOW Wednesday! Petting Zoo
- 11 Country Dress Up Day & Ice Cream Sundae Party
- 11 Stages & Studios Showcase 2:00 PM
- 16 Brooks Gives Back Day
- 17 Hot Dog Cookout
- 17 Lost and Found Open 4:00-5:00 p.m.
- 18 Brooks Spirit Dress Up Day & Half Day Early Dismissal (12:00 p.m. ^)
- 18 Final Lost and Found 12:00-1:00 p.m.

- 4 Labor Day-Offices Closed
- 22 Summer 2024 Calendar Published

Important Phone Numbers

- Main Office: (978) 725-6253
- Office of the Director : (978) 725-6294
- Day Camp Supervisor: (978) 725-6261*
- Day Camp Office: (978) 725-6331*
- Health Center: (978) 725-6249*
- Leaders-In-Training: (978) 725-6274*
- Stages & Studios Office: (978) 725-6252*
- Summer School: (978) 725-6204*
- Pool: (978) 725-6235*
- Transportation: (978) 725-6334*

*Active June 20 through August 18

2023 Day Camp Session Dates			
Session	Begins	Ends	Group Photos
1	June 26	July 7	June 27
2	July 10	July 21	July 11
3	July 24	Aug. 4	July 25
4	Aug. 7	Aug. 18	Aug. 8

^ Dismissal at noon, no lunch will be served. Buses will run on an earlier schedule.

NOTE: Brooks School Summer Programs reserves the right to modify, suspend, and/or reschedule the events at its sole discretion. If changes are necessary, they will be made at the director's discretion. Any changes to the program schedule will be communicated via email and social media.

- WOW Wednesday
- Special Event
- Camp and Office Closed
- Dress Up Day & Hot Dog Cookout or Ice Cream Sundae Party
- New Session Begins
- Lost & Found Open Late

Approved 9/20/2022

General Information

What to wear: There is no uniform for Day Camp, Stages & Studios, or Summer School. Dress is casual and reflects the active environment of Brooks School Summer Programs. Each child in Day Camp and Stages & Studios will be issued a Brooks School Summer Programs t-shirt. LITs will be issued shirts as part of a uniform and will be expected to wear the shirts every day, except on dress-up/theme days.

The best attire includes:

- Shorts or pants
- Lightweight t-shirt
- Sneakers and socks. Flip-flops or sandals are not allowed
- Sweatshirt or light jacket

Cloth face coverings are not required, but participants are welcome to wear a face covering at their discretion. In the event that there is a change to our requirement, families will be notified via email and push notification.

What to bring: It is easiest when the followings items are transported to and from campus in a bag.

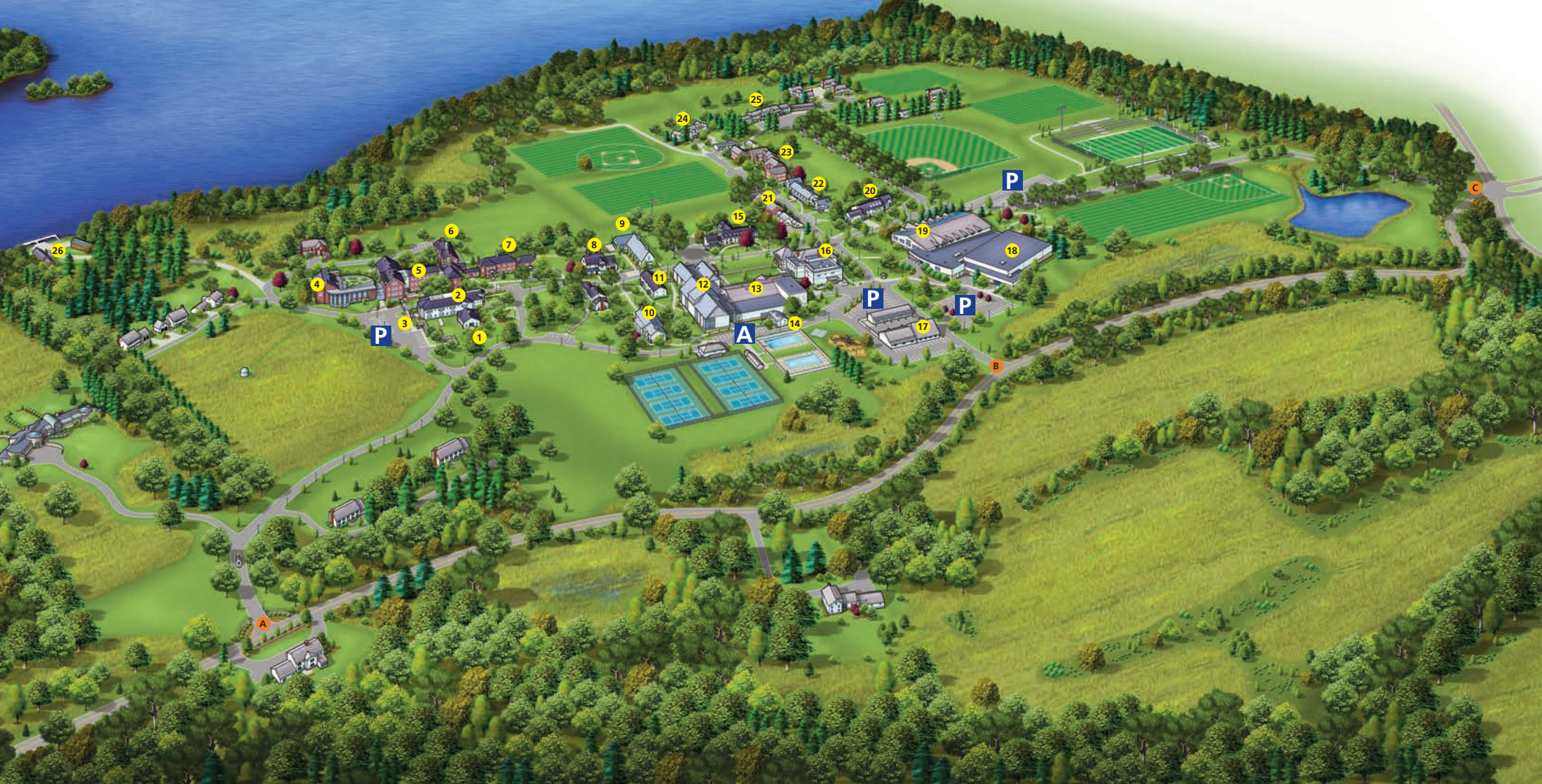
- Bathing suit (Day Camp, Stages & Studios, and LIT only)
- Large towel (Day Camp, Stages & Studios, and LIT only)
- Water shoes for pool use only (Day Camp, Stages & Studios, and LIT only)
- Sunscreen & hat for protection from the sun
- Water bottle
- Rain gear

What to leave at home:

- Toys, dolls, trading cards, games and stuffed animals
- Items that in any way resemble or might be mistaken for a weapon, including squirt guns.
- Electronics
- Jewelry, or items of value
- Money
- Pets
- Umbrella
- Cell phones (See “Cell Phones” on page 16)

Camp office locations:

- Day Camp—building 9, Chapel lower level
- Health Center—building 19, athletic training room
- Leaders-In-Training—building 5, Classroom Building student lounge
- Stages & Studios—building 12, Center for the Arts
- Summer Programs Administrative Offices—building 14, upper level
- Summer School—building 4, Science Center atrium



BROOKS SCHOOL 1160 Great Pond Road, North Andover, Massachusetts 01845

- | | | |
|---|--|---------------------------|
| 1. Robert Lehman Art Center | 11. Admissions & Head of School's Office | 21. P.B.A. Hall |
| 2. Henry Luce III Library | 12. Center for the Arts | 22. Chace House |
| 3. Health & Wellness Center | 13. Danforth Squash & Rowing | 23. Hettinger East & West |
| 4. Science Center | 14. Summer Programs | 24. Peabody House |
| 5. Classroom Building | 15. Thorne House | 25. Russell House |
| 6. Gardner & Merriman Houses | 16. Wilder Dining Hall & Student Center | 26. Boathouses |
| 7. Whitney House | 17. Facilities Office | |
| 8. Head of School's House | 18. Hockey Rink | |
| 9. New Admissions Building (<i>opening summer 2022</i>) | 19. Athletic Center | |
| 10. Ashburn Chapel | 20. Blake House | |

A Admission Parking

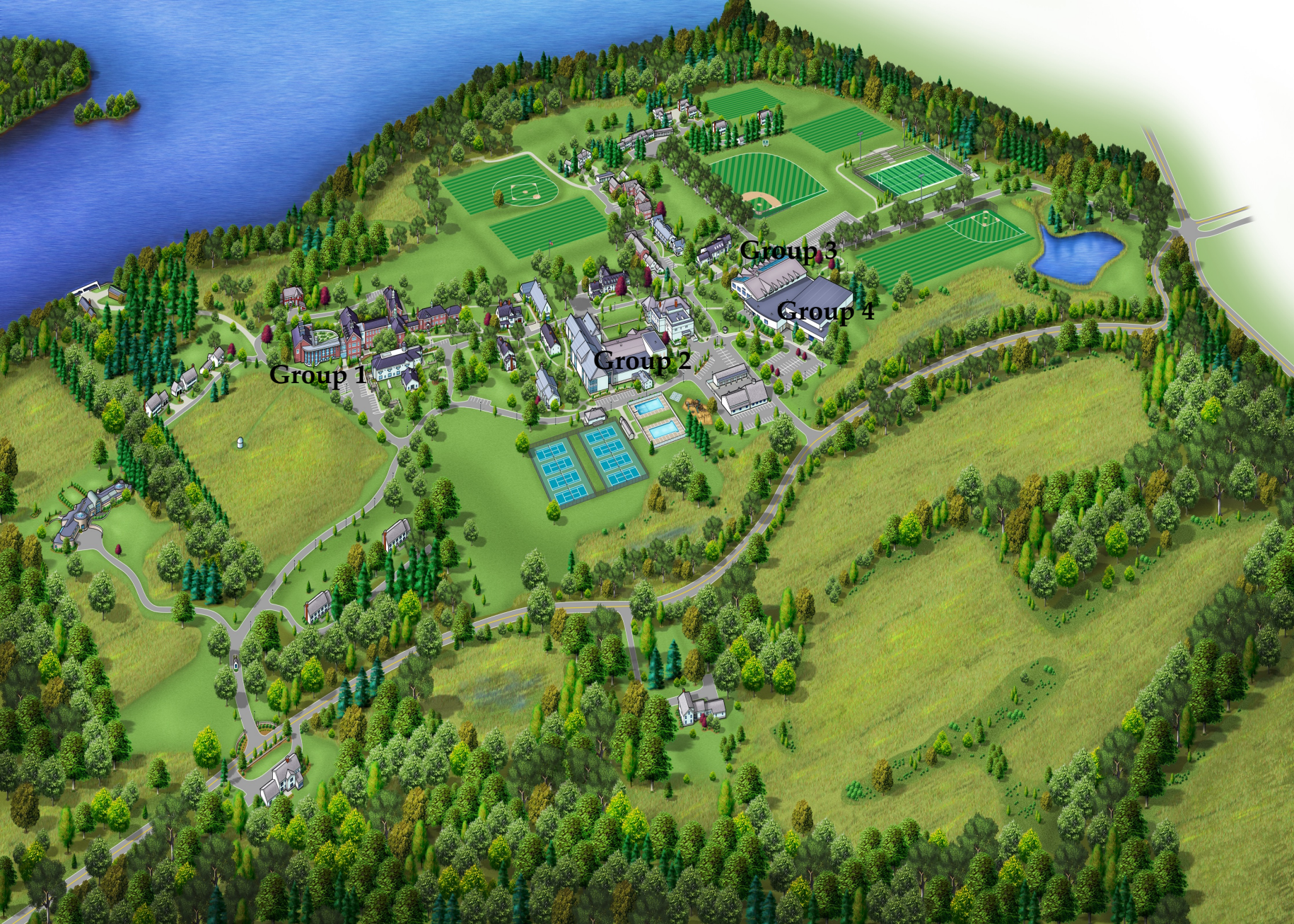
- A** Main Entrance
- B** Service Entrance
- C** North Entrance



BROOKS SCHOOL Summer Programs

Activity Locations

1. Adventure (Ropes Course)
2. Archery
3. Arts & Crafts
4. Boating & Fishing
5. Explorations
6. Gaga Pits
7. Games
8. Gymnastics
9. Movement
10. Music
11. Performing Arts
12. Playground
13. Sensory Play (Group 1 Rooms)
14. Skateboarding
15. Soccer
16. Sports
17. Strength & Agility
18. Swimming Lessons & Free Swim
19. Tennis



BROOKS SCHOOL Summer Programs

Rainy Day Locations

**Group 1 (A-E)
Classroom Building**

**Group 2 (A-E)
Squash Courts**

**Group 3 (A-E)
Basketball Courts**

**Group 4 (A-D)
Hockey Rink**

Arrival and Departure Time & Locations: With a large volume of programs simultaneously in operation, it is imperative that drivers adhere to the following drop-off and pick-up procedures:

- Use the provided map to identify the designated entrance that corresponds with your child's program. If you have children enrolled in different programs, you may use the North Entrance for drop-off. Alternatively, you may choose to drop-off at each location.
- Clearly display the pick-up card in the lower right-hand corner of your windshield; otherwise, photo identification will be required. This is for Day Camp, Leaders-In-Training, and Stages & Studios participants only. Summer School students are not issued pick-up cards.
- Our staff will assist your child with entering and exiting the vehicle, this is meant to expedite the process. Please note, this is not applicable in the Summer School drop-off area.
- Cell phone use is prohibited while operating a vehicle.
- Vehicles should never be driven through the middle of campus.
- During regular drop-off and pick up, please refrain from exiting your vehicle as this causes delays. Counselors will assist your child with exiting and entering your car.
- For early picking-up or late drop-off, please use the designated parking spots through the Service Entrance. All campers should be dropped off and picked up from the camp offices. Advanced notice helps streamline the process. Please call 978-725-6253 or email summerprograms@brooksschool.org. Anyone picking up a camper early will be required to show proper identification. The last early departure for all programs is 3:30 p.m. After this time, you will be directed to the regular pick-up location.

Operating Hours:

Day Camp, Leaders-In-Training, and Stages & Studios:

Drop-off between 8:30-9:00 a.m.

Lunch: 11:55-12:35 p.m.

Pick-up between 4:05-4:30 p.m.

Half-Day Group 1 Day Camp:

Drop-off between 8:30-9:00 a.m.

Pick-up between 12:20-12:30 p.m.

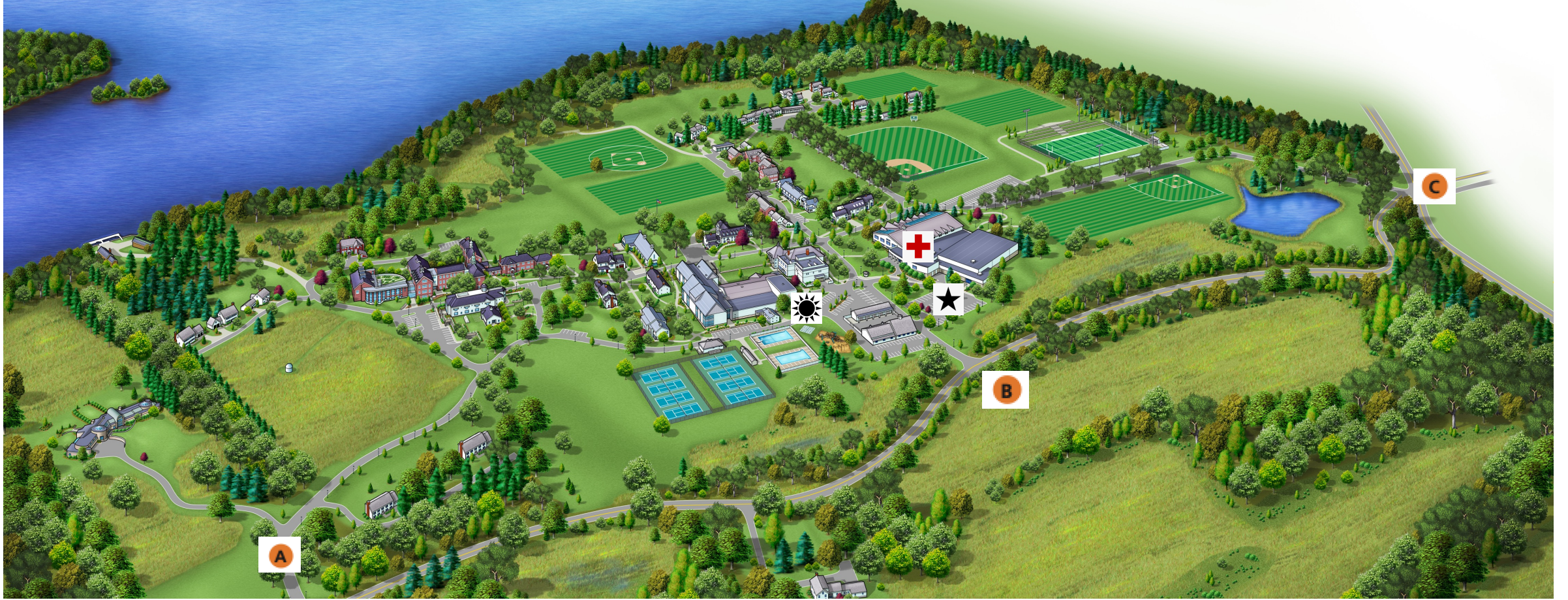
Summer School:

Period I: 9:00-9:55 a.m.

Period II: 10:00-10:55 a.m.

Period III: 11:00-11:55 a.m.

Half Day Camp: 12:00-4:05 p.m.



BROOKS SCHOOL 1160 Great Pond Road, North Andover, Massachusetts 01845

A MAIN ENTRANCE

B SERVICE ENTRANCE

C NORTH ENTRANCE

+ HEALTH CENTER

☀ SUMMER PROGRAMS OFFICE

Please park in the designated parking spots for late drop-off and early pick-up. All campers should be dropped off and picked up from the camp offices.

Advanced notice helps streamline the process. Please call 978-725-6253 for further assistance.



Please note the proper pick-up and drop-off location for each program:

Day Camp: North Entrance (C)

Leaders-In-Training: North Entrance (C)

Stages & Studios: North Entrance (C)

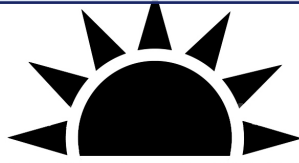
Summer School: Main Entrance (A)

Health Center: Service Entrance (B)

Late Drop-Off: Service Entrance (B) ★

Early Pick-Up: Service Entrance (B) ★

NOT FOR PUBLIC RELEASE



BROOKS SCHOOL
SUMMER PROGRAMS

INFORMATION ONLY

Day Camp

Group 3

Letter
(parent to complete)

This is an example of the Car Card. You will receive your actual Car Card via email shortly before camp begins. To protect your child's safety, Brooks School will not release a camper without a Car Card. If a Car Card is not available, photo identification is required. All photo identification is crosschecked against the Authorized Pick-Up List.

Be sure to display this Car Card whenever on campus during drop-off and pick-up.

To expedite this process, clearly display this card in the lower right-hand corner of your windshield.

NOT FOR PUBLIC RELEASE



BROOKS SCHOOL
SUMMER PROGRAMS

Stages & Studios

INFORMATION ONLY

This is an example of the Car Card. You will receive your actual Car Card via email shortly before camp begins. To protect your child's safety, Brooks School will not release a camper without a Car Card. If a Car Card is not available, photo identification is required. All photo identification is crosschecked against the Authorized Pick-Up List.

Be sure to display this Car Card whenever on campus during drop-off and pick-up.

To expedite this process, clearly display this card in the lower right-hand corner of your windshield.

Bus transportation: At Brooks, we recognize that putting your child on a bus requires a great deal of trust. When choosing to utilize our transportation service you can be confident that we put your child's safety first. Our approach to safety is multi layered, which is why we have partnered with NRT Transportation. NRT invests in training, technology and equipment to ensure that they exceed industry standards. In addition, school bus monitors ensure the safety of all children as they are transported to and from camp. If you have elected to enroll in transportation, a staff member will escort your child to and from the bus-loading zone. Transportation questions should be directed to the Summer Programs Office at 978-725-6334 (on/after June 12) or 978-725-6253 (prior to June 12).

Brooks Summer Programs App: This free app is designed to help keep our families informed and to better support two-way communication and engagement. This app can be downloaded through the Apple App Store and Google Play. The app is a great tool to keep you up-to-date and informed of all that is happening at Brooks. You can get push notifications for your child's specific program and group, as well as timely reminders for dress-up days and special events. App users have access to an exclusive photo gallery that allows you to see photos not published anywhere else. Photos can be viewed, saved, and shared directly from your phone or tablet. **The activation code is BSSP23.** Data and messaging rates may apply, based on your phone provider. See more information on page 22.

Extended Day: No extended day services are available. In case of an emergency, please call the Summer Programs office at 978-725-6253 to make all necessary arrangements.

Health Services: All medical forms must be uploaded to the Parent Portal by May 15, 2023. Alison Cambridge, R.N. is the Health Services Supervisor. The Health Center is open from 8:30 a.m. to 4:30 p.m. A designated Brooks School staff member certified in First Aid/CPR or a Registered Nurse treats all injuries and illnesses. We will contact you if your camper presents with any significant concern or injury. In the event of an emergency, we will make every attempt to notify you immediately. Please do not send your child to camp if they have had a fever within the last 24 hours or if they have any other signs of illness. The Health Center is located in the Athletic Center Training Room. The direct number for the Health Center is 978-725-6249 (active June 26-August 18).

Hot Dog Cookouts: There are four scheduled hot dog cookouts throughout the summer. If your child requires a special diet, families are welcome to send in advance an appropriate substitute (i.e. a vegetarian alternative, gluten-free, non-pork product, etc.). We kindly ask that alternative requests are made 48 hours in advance to coordinate with our food services team. The complete nutritional and ingredient list for items served can be found [here](#).

Ice Cream Sundae Parties: There are four scheduled ice cream sundae parties throughout the summer. If your child requires a special diet, families are welcome to send in advance an appropriate substitute (i.e. dairy-free, gluten-free, etc.). We kindly ask that alternative requests are made 48 hours in advance to coordinate with our food services team. The complete nutritional and ingredient list for items served can be found [here](#).

Last day of camp: The last day of all programming is a half-day August 18. Dismissal is at noon. There is neither extended day program nor lunch in the afternoon. Any late pick-up after 12:30 p.m. will result in a fee of \$25.00 per hour.

Lost and found: Unclaimed items are collected daily and taken to the lost and found in the Logistics Office, located by the pools. The lost and found is open weekly on Thursdays from 4:00-5:00 p.m. We strongly recommend all items brought to camp be labeled with the camper's full name. After August 18, Brooks School Summer Programs donates all unclaimed items to local charities. It is the responsibility of families to claim all items prior to August 18.

Lunch: Tuition includes lunches prepared by our dining services team. Each lunch includes a savory main course of your choosing, well-balanced sides, various beverage options, and a delicious sweet treat. Our goal is to serve foods and menus that are popular, nutritious, fresh, and beautifully presented – without sacrificing variety or healthfulness. Lunch orders are submitted through the Parent Portal. We require selections be made at least two-weeks before the sessions start date. Families are responsible for ensuring their child's lunch selections have been made. If you do not make a selection this will indicate you are sending their child to Brooks with a lunch. Lunch boxes should be clearly marked with the child's full name. Refrigeration is provided for all lunches sent from home.

Snacks: All children in Day Camp, Stages & Studios, and Leaders-In-Training are provided with both a morning and afternoon snack during the break period that takes place outside, weather permitting. Summer School is provided with one snack at 10:40 a.m. Families are welcome to send children with their own snacks; however, they should be packed separately from any lunchbox as lunches are refrigerated and are inaccessible during snack time. We encourage you to place any additional snacks in your child's backpack. Vending machines and the school store are not accessible to children. The complete nutritional and ingredient list for items served can be found [here](#). Also see Ice Cream Sundae Parties.



Brooks Menu

(6/26-6/30)

MONDAY 6/26

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese on white bread
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 6/27

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Bologna & American cheese on white bread
- Buffalo Chicken Sub w/lettuce & tom
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 6/28

Choice of sandwich, chips/pretzels, hand fruit, Oreos, and beverage.

- Ham & Swiss on bulkie roll
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 6/29

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Italian Sub (Ham, Salami, Bologna, Provolone cheese)
- Chicken Salad rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 6/30

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage

- Tuna (all white) on wheat bread
- Turkey on bulkie roll
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Brooks Menu

(7/3-7/7)

MONDAY 7/3

No Camp

TUESDAY 7/4

No Camp

WEDNESDAY 7/5

Choice of sandwich, chips/pretzels, applesauce, Oreo's, and beverage.

- Grilled Chicken sandwich w/lettuce & tomato
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 7/6

Choice of sandwich, chips/pretzels, string cheese stick, brownie and beverage.

- Chicken Salad Wrap w/lettuce & tomato
- Ham & Cheese Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 7/7 (HOT DOG COOKOUT)

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese on white bread
- Turkey rollup w/ lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice



Brooks Menu

(7/10-7/14)

MONDAY 7/10

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Turkey on wheat bread
- Chicken Salad rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 7/11

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Ham & Cheese on white bread
- Italian Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 7/12

Choice of sandwich, chips/pretzels, hand fruit, Oreos, and beverage.

- Chicken Caesar wrap
- Meatball Sub w/Provolone cheese
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 7/13

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- BLT wrap
- Grilled Chicken sandwich
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 7/14

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage

- Tuna Salad Roll (all white)
- Turkey & Cheese on wheat w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice



Brooks Menu

(7/17-7/21)

MONDAY 7/17

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese sandwich
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 7/18

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Bologna & Cheese sandwich
- Chicken Tender Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 7/19

Choice of sandwich, chips/pretzels, hand fruit, Oreo's, and beverage.

- Italian Sub (Ham, Salami, Bologna, Provolone cheese)
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 7/20

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Turkey Club
- Buffalo Chicken sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 7/21 (HOT DOG COOKOUT)

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese on white bread
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Brooks Menu

(7/24-7/28)

MONDAY 7/24

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese on white bread
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 7/25

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Bologna & American on white bread
- Buffalo Chicken sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 7/26

Choice of sandwich, chips/pretzels, hand fruit, Oreos, and beverage.

- Ham & Swiss on bulkie roll
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 7/27

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Italian Sub (Ham, Salami, Bologna, Provolone cheese)
- Chicken Salad rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 7/28

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Tuna (all white) on wheat bread
- Turkey on bulkie roll
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Brooks Menu

(7/31-8/4)

MONDAY 7/31

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Bologna & Cheese on white bread
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 8/1

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- BBQ Beef on bulkie roll
- Chicken Salad Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 8/2

Choice of sandwich, chips/pretzels, applesauce, Oreo's and beverage.

- Grilled Chicken sandwich w/lettuce & tomato
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 8/3

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Chicken Salad Wrap w/lettuce & tomato
- Ham & Cheese Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 8/4 (HOT DOG COOKOUT)

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese on white bread
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Brooks Menu

(8/7-8/11)

MONDAY 8/7

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Turkey on wheat bread
- Chicken Salad rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 8/8

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Ham & Cheese on white bread
- Italian Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 8/9

Choice of sandwich, chips/pretzels, hand fruit, Oreos, and beverage.

- Chicken Caesar Wrap
- Meatball Sub w/Provolone cheese
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 8/10

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- BLT Wrap
- Grilled Chicken Sandwich
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 8/11

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Tuna Salad Roll (all white)
- Turkey & Cheese on wheat bread w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Brooks Menu

(8/14-8/18)

MONDAY 8/14

Choice of sandwich, chips/pretzels, hand fruit, cookie, and beverage.

- Ham & Cheese sandwich
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

TUESDAY 8/15

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Bologna & Cheese sandwich
- Chicken Tender Sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

WEDNESDAY 8/16

Choice of sandwich, chips/pretzels, hand fruit, Oreo's, and beverage.

- Italian Sub (Ham, Salami, Bologna, Provolone cheese)
- Turkey rollup w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

THURSDAY 8/17 (HOT DOG COOKOUT)

Choice of sandwich, chips/pretzels, string cheese stick, brownie, and beverage.

- Turkey Club
- Buffalo Chicken sub w/lettuce & tomato
- Sun butter & jelly on wheat bread
- Cheese sandwich on white bread

FRIDAY 8/18

Half Day of Camp. No Lunch.

Beverage choices: Bottled Water, Milk, Chocolate Milk, Apple Juice

Policies

Absences & Attendance: Staff takes attendance at the beginning of each day. If your child is going to miss a day, you should inform the specific program office by telephone or email (summerprograms@brooksschool.org) by 8:45 a.m. on the day of the absence. In instances where the program has not been notified of an absence, we will verify the absences by calling the guardian. If a child is to go home with someone other than the usual pick-up person, the program office must receive a note or email. If there are any special custodial arrangements in effect, please be sure to inform the program in writing at least two weeks before the child is scheduled to attend. If a child who is not registered for the program arrives on campus, a staff member will accompany them to the Summer Programs Office and their guardian will be contacted. The child will remain in the office until they are picked up by a guardian or authorized adult.

Cell Phones: Brooks School Summer Programs operates under a "strongly encouraged no-cell phone" policy. The policy states, "Campers are strongly encouraged not to bring a cell phone to camp. All other electronic devices are completely prohibited on campus. Any camper caught violating this policy will have their cell phone/device confiscated until the end of the day."

Cell phones are expensive and can get lost, stolen, or damaged, and the physical camp environment is not kind to such items.

Cell phones have posed many challenges in the past, including:

- Conflicts between campers
- Inappropriate and frequent use
- Focusing on friends at home rather than friends at camp
- Campers' instinct to call when they need advice instead of turning to their peers and counselors
- Preventing campers from problem-solving
- Lost/stolen/damaged devices
- Distraction & disconnection from camp activities
- Devalues the instructional, educational, social, and personal growth and confidence

As advocates for children, we want to work with you to keep these experiences safe, healthy, and positive and urge you to talk with your children—both about camp and their online activity in general. Beautiful things can happen when kids scrap their electronic devices for unique experiences with other people their age. Relationships can form, activities can be enjoyed (that don't involve screens), and memories that can last a lifetime are created. Tech-less summer camps allow kids to develop meaningful bonds with other people face-to-face instead of through a computer or telephone screen. We ask that your child powers down, unplugs, and takes what we are confident is a much-needed break from the world of electronics. Please be respectful of limitations we have in place. If you have any questions or want further clarification, please get in touch with the Brooks School Summer Programs Office. Thank you in advance for helping us provide your camper with the best experience possible. This policy applies to all programs and includes campers, LITs, and Summer School Students.

Changes in Enrollment: Any request for change in enrollment (including cancellation) must be made in writing prior to May 15, 2023, as outlined on the Brooks Summer Programs Parent Portal. Parents/Guardians will be responsible for the payment of all fees whether or not their children attended the program after May 15, 2023.

Code of Conduct: The primary goal of the Brooks School Summer Programs is to provide a safe environment in which children and staff alike can experience individual growth and development. In order to accomplish this, members of the Brooks School community must adhere to these basic principles of conduct. These principles include, but are not limited to: respecting the rights, needs, and privileges of others, using appropriate language at all times, being courteous to children and adults, being cooperative, and following all safety rules and guidelines.

Brooks School Summer Programs has a long-proven history of providing a physically and emotionally safe environment that encourages healthy friendships. We work together as a team to ensure that children gain self-confidence, make new friends, and leave with great memories. Respect is a core value of our programs.

Our leadership team addresses all incidents of real and perceived bullying seriously. Our staff has been trained to promote and model healthy relationships so that children will be comfortable alerting us to any problems concerning their experiences here at Brooks. By working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great summer.

Communication: Having consistent and frequent communication with our families is the best way to ensure a positive experience. We encourage guardians to communicate with us in the following ways:

- Complete and return all forms in a timely fashion
- Monitor emails
- Download the Brooks School Summer Programs App (activation code: BSSP22)
- Email us: summerprograms@brooksschool.org
- Call us: 978-725-6253
- Follow us on social media

Early Departures: When a child must leave early, a note from the guardian to the program supervisor is required, detailing time of pick-up and who will be picking up the child. If a child does not come with a note or you have an unexpected early departure, you must call the program office. please use the designated parking spots through the Service Entrance. All campers should be picked up from the camp offices. The pick-up person will be required to show proper identification. The last early departure for all programs is 3:30 p.m. After this time, you will be directed to the regular pick-up location.

Email: Email will be used regularly to communicate with Leadership Team members. It is your responsibility to provide a current email address that you can check regularly. It is expected that you will check email each morning before beginning the day and then at the close of the day to stay updated.

Friend Request: If you have a special request for your child, we ask that you complete the Friend Request Form via the Parent Portal. Friend requests must be mutual to be honored.

General Behavioral Policy:

All participants are expected to follow a set of general rules of behavior, including respecting themselves, others, the School property, equipment, or materials. Leadership, counselors and Leaders in Training will review the Summer Program rules and policies with each group at the beginning of each session.

The School does not tolerate behaviors that do not promote the best experience for all participants and staff. We expect that the following Major Rules will be consistently followed by all participants:

- No fighting or physical violence
- No bullying, teasing, or making fun of other participants
- No inappropriate language
- No endangering the health and safety of other participants or staff
- No inflicting self-harm
- No damaging or stealing property

The School follows a discipline policy with respect to violations of these Major Rules:

- First offense- Following an incident in which a participant violates a Major Rule, staff will redirect the participant to more appropriate behavior and review the Summer Program rules and why they are necessary. The School will notify the guardian of the nature of the incident.
- Second offense- If the participant engages in conduct that violates a Major Rule (whether the same rule that was violated in the first offense or a different rule), a staff member will again review the rules with the participant. The School will notify the guardian and require the participant to leave the program for the rest of the day.
- Third offense- Following a third incident of a Major Rule violation (whether the same rule that was violated in the first or second offense or a different rule), the participant will go to the office for dismissal from the program. Following a meeting between the School and the guardian, the participant will be dismissed permanently from the program.

An offense is considered any violation of Brooks School rules and policies, regardless of whether it is the violation of the same rule/policies or a combination of rules/policies.

Major violations of program rules will generally be handled by The Community Engagement Supervisor, who may refer them to the Discipline Committee. The Director of Auxiliary Programs or the Director's designee will consider any recommendations from the Discipline Committee if it convenes, but the Director of Auxiliary Programs or the Director's designee will determine any appropriate disciplinary action for a participant who is found to have committed an incident of bullying, harassment, discrimination, hazing, sexual assault, sexual harassment or retaliation. The range of disciplinary actions will balance the need for accountability with the goal of teaching appropriate behavior, and may result in loss of privileges, suspension, dismissal and/or any disciplinary action deemed appropriate by the Brooks School Summer Programs.

Please Note: No refunds or proration of tuition will be issued for dismissals resulting from a behavioral issue or violation of Summer Program rules.

With respect to all other behavior issues by any student, the School will take appropriate action to address such behavior and will engage the guardian as necessary to ensure that the student addresses the issue. The School reserves the right to dismiss any student who consistently fails to respect themselves, others, the School property, equipment, and materials.

General Emergencies: In emergencies, guardians should contact the Brooks School Summer Programs Office at 978-725-6253 for immediate assistance.

Group Photos: The group photos will be taken on the first Tuesday of each session. Campers will be included in the photograph unless the guardian has completed the Photo Opt-Out during the time of registration. The photo will be made available for download via the Brooks School Summer Programs App.

Late Arrivals: When a child arrives late, park in the designated parking zone by entering campus through the Service Entrance. All campers should be dropped off at the camp offices. Please call 978-725-6253 or email summerprograms@brooksschool.org to let us know when your child will be late to camp.

Leaving/Running from Group: Because we have a 270-acre campus that includes water, woods, and vehicular traffic, children are required to stay with their groups and counselors at all times. If a child removes themselves from the group without permission, by any means and for any reason, they will be sent home for the remainder of the day. If this behavior becomes habitual, a meeting will be held between Brooks School Summer Programs staff and the parent/guardian(s) to determine how to proceed. Brooks School Summer Programs reserves the right to un-enroll participants if safety becomes a concern. If we can do anything to support your child and avoid instances that jeopardize safety, please feel free to indicate so via Parent Portal.

Medication Administration: State law requires written authorization be on file in order to administer any medication to your child. If your child needs to receive any medication during the day, either prescribed or over-the-counter, the guardian must complete a Medication Administration Form. This form can be completed via the Parent Portal.

Participant Accommodations: Our Summer Program environment requires participants to be comfortable and independent in a very active and social environment. The School adheres to all mandated student-to-counselor ratios established by the Commonwealth of Massachusetts. The School encourages prospective families to contact the Summer Programs office before applying to determine if the programs will meet their child's needs. The School will make reasonable accommodations in accordance with applicable law. To request an accommodation, please contact Director of Auxiliary Programs, at summerprograms@brooksschool.org prior to the start of the Summer Program.

Photographs & Camera Use: Brooks School Summer Programs staff may not take any pictures. Brooks School Summer Programs will be responsible for taking pictures of children for their marketing efforts as directed by the Media Waiver completed at the time of registration.

Requesting Policies: Brooks School Summer Programs believes in transparency; therefore, we will make available to the legal guardian(s) information regarding staff background checks, health care policies, discipline policies, and how to file a grievance. Please email summerprograms@brooksschool.org with your request.

Sharing Contact Information: We recognize that participants and staff develop close trusting relationships with one another. Staff should not exchange contact information (e.g., e-mail address, profile names, cell phone numbers) with participants without the parent/guardian's written consent.

Social Networking on the Internet: Brooks School Summer Programs asks staff members not to friend, follow, or participate in social media with participants. Individuals that choose to have social networking sites need to be aware that these forms of networking are public and globally visible. The content displayed can impact a child, family, or program well into the future. Inappropriate behavior while networking will be subject to disciplinary action and includes:

- Any behavior or content that is used to demean, harass, bully, intimidate, or discriminate against another individual
- Offensive, vulgar language
- Sexually explicit photos or language
- Photos or content that could violate the reputation of Brooks School Summer Programs
- Using any Brooks School logos

Staff Selection & Orientation: Staff is selected through an extensive process including application, references, criminal background checks, and in-person interviews. The majority of our staff has successfully completed our three-year leadership development (LIT) program. Activity and pool staff have been hired based on their certifications and documented experience. All staff must attend a comprehensive orientation. The staff handbook and policies can be requested via email.

Toilet Training/Accidents: Children who attend any program are required to be toilet trained. We do understand that accidents happen occasionally, and we encourage you to pack an extra outfit, especially for younger campers. However, for the health and safety of all children and staff, if a child has more than one accident in a day, they will be sent home. If a child is sent home more than once in a week, a meeting will be held between Brooks School staff and the guardian to determine how to proceed.

Brooks School will notify the guardian in the event of a bathroom accident. Accidents will be dealt with by the camp nurse; however, if the nurse is unavailable, participants will be tended to by two counselors, while encouraging independence.

Brooks School classifies a child who is potty trained as:

- A child who can communicate with counselors/LITs when they need to use the restroom before they go.
- Can go to the bathroom by themselves, including being able to: remove clothing, sit on the toilet, properly wipe, and dress once again.
- Does not wear diapers or pull-ups.

If we can support your child and avoid instances where a toilet accident may occur, please indicate

Travel Plan: It is our policy to have a Travel Plan on file for each participant. This is to support the safety of your child. Please be sure that this form has been submitted via the Parent Portal. We will only release children to individuals whose names we have on file. If a Staff Member is transporting your child to and from camp in their personal vehicle, they must be listed on the camper travel plan. Brooks School holds no liability for the staff member's actions once they have completed their work.

Visitors: Once programs are in session; the campus will be closed to all visitors. Parents and guardians are expected to remain in designated waiting locations in the camp offices. All visitors will be escorted by a staff member outside of the offices. Brooks School Summer Programs is not able to honor request for campus tours once the programs are in session.

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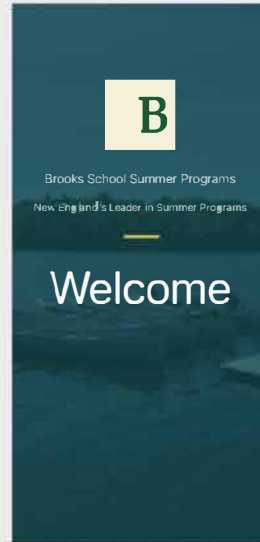
4 SIMPLE Steps



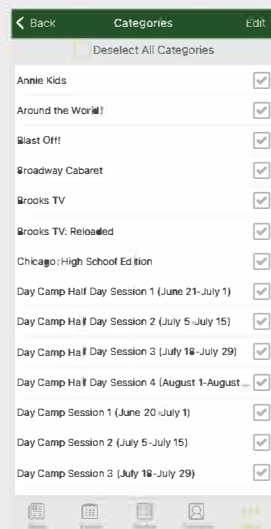
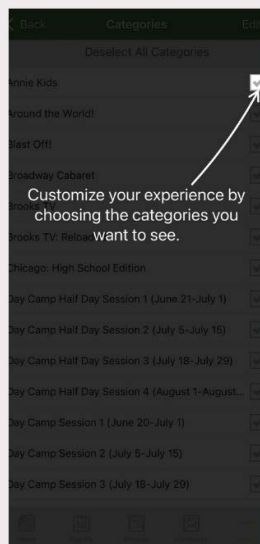
- Download app from App Store or Google Play. Search for "Brooks School Summer Programs" Tap "Sign Up", enter **registration code BSSP23**, fill-in your email address & set your password.
- Check your email inbox for a new message from us (check spam) –click verify your email address to confirm.
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- Enjoy!

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