



AYF CAMP HAIASTAN OVERNIGHT PARENT AND CAMPER GUIDE

Սիրելի / Sireli / Dear Parents & Campers:

Welcome to AYF Camp Haiastan, the first Armenian Camp in America! We are excited to know that you will be joining us and participating in the premier Armenian overnight camping experience in North America. Parents, we take pride in our legacy of providing a safe and healthy environment in which to offer you our Armenian camping program.

Campers, you will come away with a great appreciation for being Armenian and having the unique opportunity to join with other Armenian kids from all over the United States and even the world to partake in all the wonderful, exciting and stimulating activities that are AYF Camp Haiastan. Here we have compiled both helpful information and guidelines for parents and campers as well as answers to frequently asked questions that we hope you will find meaningful.

WHY AYF CAMP HAIASTAN?

For over 70 years there have been many great reasons to enroll your camper in AYF Camp Haiastan. Four generations of campers coming to Camp Haiastan over the past seasons making up thousands of alumni is one of the best reasons, but here are some other reasons for parents and their campers to think about and discuss:

- To make life-long friends by experiencing Camp Haiastan with Armenian kids from all over the U.S. and even the world. Watching teary-eyed campers sadly say goodbye is all the proof you need.
- To learn about our Armenian heritage, the ideals of the Armenian Youth Federation, outdoor adventure skills, sports skills and competition, creative arts, nature, and many more activities that are not only fun but also useful throughout life.
- To experience personal growth and self-reliance under the watchful supervision of caring adults, independent of school and family.
- To learn to be a responsible young Armenian with other young Armenians sharing and contributing in decision making while learning the art of compromise in small group living.
- Finally, to experience the unforgettable thrill of the first time sleeping under the stars, building a campfire, paddling a kayak, earning an archery award, competing for your team in the Olympics or learning an Armenian dance with other Armenian kids.





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1. READINESS FOR OVERNIGHT CAMP

Minimum requirements for your child to attend overnight camp:

- 8 years of age (or 7 years of age if an older sibling is attending the same session)
- Dress, feed, and bathe themselves independently
- Shown an interest in camp
 - Bringing up the idea of going to camp sparked by a friend or relative
- Positive experience away from home
 - Sleep over, weekend away from home for youth seminar, etc.

In some cases being away from home for the first time is the biggest hurdle for your child to overcome. With parent participation this can often be minimized.

We recognize that the first step is building the trust of our parents that we will care and protect your camper. We expect to partner with our partners to help your camper be set up for a successful camping experience.

How to Help Your Child Be Ready For Camp

EXPERIENCE

Experiences away from home will give your child the idea of whether the time is right. Such as a sleep-over or a long weekend at a friend's house, a week staying with relatives, or an overnight youth group (AYF, Homenetmen, church, etc) outing.

ATTITUDE

Help your child develop a positive attitude about camp by including them in decisions about camp. Help your child know as much as possible about Camp Haiastan (in small but frequent doses), and include them in deciding what session to attend, what things are important to bring to camp and what happens at camp (like the daily schedule). Just like adults, kids feel less apprehensive when they know what the plan is.

FAMILY

We recognize that families and home life are constantly changing with both positive and challenging events. It's important to communicate with your camper that going away to camp is not an avenue to sequester the child but rather an opportunity for the child to experience a new and exciting experience. If there is significant change that you find may be





beneficial for our staff to know about your family/home life, please make sure to communicate with the Executive Director prior to their arrival at camp.

PARENTS

Parents, if you are nervous about your child going away to camp, it will show, no matter how hard you try to hide it. It's perfectly normal for parents to be a little sad and nervous when their child goes away, and kids know that. Children who are very nervous or emotional in the time leading up to going to camp are more likely to feel homesick at camp than children who are relatively cheerful in the time prior to going to camp.

The principle is simple: If your child is worried about you because you exhibit constant sadness about him or her going to camp, it is harder for your child to concentrate on having fun at camp. It is important for you to assure your child through what you say and how you act that you'll be fine and that you'll have a lot to do while your child is away at camp. Please **DO NOT SEND** letters or Bunk1 Notes telling your child how much you miss them or how much fun you are having while they are at camp. This only makes a potentially homesick camper feel worse.

TALK IT OVER & PRACTICE

Sit down with your child and discuss camp and the new experiences to be found here, i.e. living with other kids, some of whom are new and in unfamiliar surroundings. If you want your child to go to camp for their own sake, it's almost sure to be a success! Help build confidence in your future camper by taking a weekend camping trip. Try assisting your camper in doing a "trial run" for packing for camp. Talk to us about visiting Camp Haiastan during the off-season, or even more effective is to visit while camp is in session.

HOMESICKNESS

Homesickness is the single most common camper behavioral health concern. Some 95% percent of campers report some homesick feelings. Homesickness can ruin a child's camp stay, sour social interactions for the camper with peers, and reduce the child's chance of returning to camp in the future. The good news is that homesickness is largely preventable! If it occurs, know that homesickness usually goes away 2-3 days after arriving at camp and overcoming it is an empowering experience for campers.

What can you do?

- You can help your camper avoid homesickness before camp even begins. Encourage your camper to attend sleepovers at friends' homes to get used to the idea of being away from you. Take them shopping for camping gear and test it out at home.





- Review and discuss how the daily routines at camp will feel different from routines at home
- Get your child excited by reviewing camp brochures/videos together and the fun activities at camp.
- Some books that paint sleepaway camp in a positive light that might be helpful include:
 - *The Summer Camp Mystery* (about the Boxcar Children)
 - *Cam Jansen: The Summer Camp Mysteries*.
 - *Lights Out!: Kids Talk About Summer Camp*
 - *Sleepaway: The Girls of Summer and the Camps They Love*.
- Healthy friendships are important to mental wellbeing. They can help increase a sense of belonging, improve self-confidence and help reduce stress and anxiety. Try to connect with another camp parent in your area who might have a child the same age before going to camp.
- Help your camper commit to camp. Don't make deals that you will come and pick them up early. Offering to let them ask to leave camp due to homesickness sends kids the wrong message and makes them focus on home rather than on focusing on camp, which is the fastest way to overcome homesickness.

DIFFICULTY WITH PEER INTERACTIONS

What can you do to cope ahead of your camper's first day of camp?

- Talk to your camper before camp to make sure they know there are people at camp whom they feel comfortable turning to for help. Another camper? A counselor? Quality over quantity.
- Discuss with your camper that different connections offer different values. Surrounding themselves with an interconnected web of diverse friendships that are positive (e.g., one group that's fun to play four-square with, another group that is great to sit on the swings to chat with). This diversity in connections can help surface campers' actual needs and make sure those needs are fulfilled.

What will we do?

- We will be keeping a protective watch over each camper to make sure they are networked and satisfied with their peers, feel valued by Directors, staff, and peers, and feel a sense of belonging at camp. All of these factors are proven to reduce Behavioral Health problems at any camp.

EMOTIONAL NEEDS

All children have specific emotional needs, but camps sometimes neglect to query children and their parents about these needs. Unmet emotional needs in the camp can cause emotional distress, peer problems, and severe behavior problems. The good news is that if





you ask questions in the right way, families will usually share key psychological information with you.

What can you do?

- Share your camper's needs with the Camp on their registration and by reaching out directly to the office.

What will we do?

- Our Directors will be undergoing a specialized certification program in First Aid for Behavioral issues to ensure that we are prepared to help every camper.
- Our staff will also undergo a training by our Behavioral Health Team to know how to meet camper's individual emotional needs





2. WHAT SHOULD OR SHOULDN'T MY CAMPER BRING?

Please do not pack excess items! Cabin interior space is limited and must be shared with other campers and luggage. Please limit luggage to no more than one trunk or suitcase and one backpack or duffle bag. Space under bunks is limited to about 9" – 15" depending on the cabin.

Please limit campers' clothes to sport, active and casual wear. Remember to tag and/or label all items with the camper's first and last name. We cannot assume responsibility for lost items – make a packing list of items and affix it to the inside of your camper's luggage.

WHAT TO BRING

The following are suggested minimum of amounts and types of clothing and supplies a camper should bring to camp for a 2-week stay (adjust for a 1-week stay or if signing up for laundry):

CLOTHING

14 sets of underwear	3 long-sleeve shirts	1 pair of flip flops/water shoes
14 pairs of socks	2 sweatshirts	2 pairs of sneakers
10 T-shirts or similar	** 2-3 swimsuits	1 raincoat
10 pairs of shorts	2 sets of pajamas	1 light jacket
3 pairs long jeans/pants		1 hat

We encourage campers to pack some items in the colors red, blue and orange to get them ready for the camp olympics team!

PERSONAL ITEMS

4 towels - 2 bath, 2 pool	1 reusable water bottle	**** Sunscreen, lotion, etc.
2 hand/face towels	1 flashlight	**** Insect repellent containing DEET
1 shower caddy	1 comb/brush	Stationary items - postcards, envelopes (pre-addressed and stamped), phone numbers and addresses





*** Bedding - sleeping bag, fitted sheet, pillow & case, small blanket	Toiletries (toothbrush, toothpaste, soap/body wash, shampoo, conditioner)	1 laundry bag
1 box of tissues	Eye glasses (with strap/lanyard) - bring extra if possible. Contact lenses, case, solution	1 small bag/backpack

NOTES:

* Campers are required to wear closed-toe shoes with socks at all times (flip flops/sandals permitted for shower & pool only).

** Female campers will not be allowed at the pool or waterfront with a 2-piece swimsuit, including “tankinis”. Additionally, female campers are not allowed to cover over a 2-piece swimsuit with a t-shirt.

*** Mattresses are smaller than a twin size, but a twin fitted sheet will do. We do not supply pillows.

**** Sunscreen or insect repellent that comes in an aerosol can will be confiscated.

SHARING OF PERSONAL ITEMS

Please instruct your camper not to share personal items. Sharing personal items can transmit common communicable or contagious health conditions that we experience every summer such as influenza, “pink eye”, poison ivy/sumac, sore throat, strep throat, tonsillitis, head lice, etc. Examples of personal items not to be shared are: Water bottles, toothbrushes, towels, underwear, swimsuits, glasses/sunglasses, make up, sleeping bags/pillows, comb, hair brush, clothes and earphones/buds.

WHAT NOT TO BRING

These items will be confiscated if found and returned prior to departure unless specified.

Electronics including cell phones	Electric fans or grooming tools (hair stylers, beard trimmers)	Markers & spray paint
Valuables/jewelry	*Revealing or inappropriate clothing/swimwear	Any aerosol products
Valuables/jewelry	Food products	





* All campers: We do not permit clothing with revealing clothing or inappropriate, suggestive or profane printing and/or graphics or alcoholic beverage advertisements. We reserve the right to ask campers to change their clothes and confiscate such apparel at our discretion until departure.

Prohibited items will be confiscated and not returned to the camper:

Butane lighter/matches
Weapons/knives of any kind
Marijuana products, alcohol, nicotine products, vapes, or any illegal drugs

PERSONAL ELECTRONIC DEVICES POLICY

We pride ourselves in operating Camp Haiastan in a unique natural environment. At camp we promote an environment free from the minute-to-minute dependence of electronic devices. We promote the value of human interaction of campers with each other and campers with our staff. In order to safeguard campers from the risk of inappropriate Internet exposure, we prohibit these devices at camp.

Please do not contact staff directly for any reason during your camper's stay. Administration staff will contact you directly in needed situations.

Any camper that takes an inappropriate photo of another camper or staff member and uploads it on the internet or makes it public in any way after leaving camp, the parents/guardian and camper may be subject to legal action and may not be allowed to return to Camp Haiastan.

Upon arrival, electronic devices are collected by staff and held in a secure location. They will be returned: during pre-determined hours (middle Sunday of two-week session) of your camper's stay and upon departure from camp. Confiscated devices will be held until departure.





3. CAMPER HEALTH & MEDICAL INFORMATION REQUIREMENTS

THE HEALTH CENTER - ILLNESS, INJURY & MEDICAL TREATMENT/EMERGENCIES

Camp Haiastan maintains a Health Center inspected annually by the Town of Franklin Health Department that meets standards required of residential camps in the Commonwealth of Massachusetts and is managed by a Licensed Medical Professional who resides at camp during the season and is on duty at all times. Additional licensed Providers are employed to assist as session enrollment levels dictate. Our staff are experienced in dealing with medical situations that may arise. The camp has a Consulting Physician on call who has written our State-approved Health Center and Medical Providers's Standing Orders and is available for advice around the clock.

Our Health Center operates with the objective of being the first responder to routine as well as emergency medical needs of our campers and staff. Beyond routine, and for serious or life-threatening emergencies, we never hesitate to enlist the service of The Town of Franklin Emergency Medical Response Unit provided by The Town of Franklin Fire Department (911).

For medical situations that may not be life-threatening but may be beyond the scope of the Health Center and our nurse, we do not hesitate to enlist the service of the closest medical centers such as Urgent Cares or the local hospital, Milford Regional Medical Center in Milford, MA. (appx. 10 miles from camp). We establish a medical provider protocol relationship with this hospital and its emergency room physician group each summer prior to the opening of camp. Parents are called immediately and kept apprised of medical services provided to their camper when the scope of the service exceeds basic first aid.

AYF Camp Haiastan is required by State law to maintain a confidential health service record for every camper that may receive care at our Health Center while they are attending camp. This includes a detailed log of every service provided and or visit to the Health Center by the camper, and or any other outside medical provider services rendered. It is our policy to telephone parents to inform and consult with parents when their camper receives Health Center services beyond routine first aid. Parents are entitled access to the Health Center log upon request.

Important: Health Center Staff members will communicate with parents as they see fit.

By State law we require the submission of all Health History Forms, medical questions along with other health related forms. We are required to deny admittance of any camper with an absent or incomplete health record without exception. You are required to provide information requested completely, accurately and truthfully.





You must use a separate authorization form for each medication that will come with a camper – NO EXCEPTIONS. Commonwealth of Massachusetts regulations require that all medications coming with a camper including prescription, over-the-counter, vitamins and homeopathic remedies are to be turned over to our Medical Staff at registration and kept locked in the Health Center and administered only by a licensed medical professional according to the instructions outlined on the AUTHORIZATION TO ADMINISTER MEDICATION TO A CAMPER FORM without exception. **No medication of any kind is to be left with campers or their counselors.**

MEDICATION PACKAGING REQUIREMENTS

To be accepted by our Health Center, prescribed pills must be blister packed and labeled by a pharmacy in the exact quantity prescribed for the camper's camp stay. Prescribed liquid or cream medications must be in an original sealed pharmacy container with a label. Prescribed medication labels must include: Camper's name, medication identification, dosage instructions, physician's name and contact info and expiration date.

Over-the-counter medications, vitamins and homeopathic remedies must be in the original manufacturer's container with information, instruction and expiration date label intact. **There are no exceptions to medication packaging requirements.**

Please see images below for copies of Massachusetts State Immunization requirements. As mentioned above, If your child is not fully immunized to Commonwealth of Massachusetts requirements due to religious or physician mandated reasons, we will require a signed waiver and assumption of risk:



Massachusetts School Immunization Requirements 2024–2025[§]

Massachusetts school immunization requirements are created under the authority of [105 CMR 220.000: Immunization of Students Before Admission to School](#)

Requirements apply to all students, including individuals from other countries attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students in every grade, even if they are over 18 years of age. Doses that satisfy ACIP recommendations also satisfy school requirements.

Childcare/Preschool^{¶†}

Attendees <2 years should be immunized for their age according to the [ACIP Recommended Immunization Schedule](#). Requirements listed in the table below apply to all attendees ≥2 years. These requirements also apply to children in preschool classes called K0 or K1.

Hib	1–4 doses; number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	1 dose; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose; must be given on or after the 1 st birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades Kindergarten–6^{¶†}

In ungraded classrooms, Kindergarten requirements apply to all students ≥5 years.

DTaP/Tdap	5 doses; 4 doses are acceptable if the fourth dose is given on or after the 4 th birthday; DT is only acceptable with a letter stating a medical contraindication to DTaP
Polio	4 doses; fourth dose must be given on or after the 4 th birthday and ≥6 months after the previous dose or a fifth dose is required; 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥6 months after the previous dose
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday, and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

[§] Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

[¶] Meningococcal vaccine requirements (see Grades 7–10 and 11–12) also apply to residential students in Grades Preschool through 8 if the school combines these grades in the same school as students in Grades 9–12.

[†] Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year, and religious exemptions (statement from a student or parent/guardian, if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs), should be renewed annually at the start of the school year.

* A reliable history of chickenpox includes a diagnosis of chickenpox or interpretation of parent/guardian description of chickenpox by a physician, nurse practitioner, physician assistant, or designee.

See the following pages for Grades 7–10, Grades 11–12, and College (Postsecondary Institutions)





BEHAVIORAL HEALTH INFORMATION

Information you share will not determine eligibility for camp. If you have specific concerns please contact the Executive Director. This information will be shared with Camp Haiastan staff at the discretion of the medical staff.

Note: Per Camp Haiastan policies, the American Academy of Pediatrics has made a clear statement that "medication holidays" should be avoided while a child or teen is away at camp. If a medication is helpful in one domain, such as school or home, it is also likely to be helpful at camp. This could include any medication for health and/or behavioral health needs. If your child sees a behavioral healthcare provider, know that Camp is willing to work with you and your camper to accommodate your camper's needs. (This will be added to the Health/medical section of the application).

Over the past few years, Behavioral Health issues among youth worldwide have been consistently on the rise.

- Anxiety, depression, and resulting social withdrawal or acting out behaviors have become more common. We recognize campers may attend camp with prior behavioral health challenges. While their time at camp is short, we want to make their time as positive as possible.

More than ever, the behavioral health of our campers and staff is a major priority for us.

- We have partnered with the American Camp Association to receive state-of-the-art information regarding common behavioral health issues that often occur at camps across the U.S.
- Here at Camp Haiastan, we believe that a camper with a physical injury requiring crutches is ultimately no different than someone struggling with their behavioral health, because both require having the right support in places in order to fully access and enjoy the experience that is camp.

Collaboration is key

- Lack of pertinent behavioral health information can potentially pose a risk to your child, staff, and other campers. Having the appropriate information will provide an opportunity for a swift, appropriate, and helpful response to improve the situation for your camper, help them to remain at camp, and enjoy their experience to the fullest.
- Please join us in collaboration as we work towards helping all of our campers to make camp the safest and healthiest (and happiest!) place for all.

MEDICAL INFORMATION PRIVACY & CONFIDENTIALITY POLICY





We are required by law to protect the privacy of you and your camper's health and medical information and status and we take this responsibility seriously.

- Health related documents and information are kept secure and under the supervision of our licensed Medical Staff in our Health Center.
- Only our Executive Director, Summer Director, and Medical Staff may access information. Information is shared with your child's Counselor on a need-to-know basis.
- We will communicate camper and minor-aged staff health status and information only with the parent(s) or legal guardian(s) designated, or other licensed medical providers as necessary.

All registered families agree to AYF Camp Haiastan Medical Policies and Procedures. For more information on our policies, reach out directly to Executive Director, Kenar Charchaflian (execdirector@camphaiastan.org, 508-520-1312).

4. DROP-OFF/PICK-UP PROCEDURES

CHECKING IN UPON ARRIVAL AT CAMP

Check-in times range anywhere from 9:00 AM to 3:00 PM ET. You will receive an assigned time range for camper drop-off. We ask that you please respect the time you have been given to ensure efficient flow for all incoming campers. Check-in times will be given in the order in which enrollments have been completed. Requests for specific times should be emailed to office@camphaiastan.org no less than two weeks prior to the start of the session. Check-in times will be emailed at least one week prior to the start of the session.

Upon arrival, expect the following:

- Greeted/checked-in by a member of our administrative team
 - If there are any missing forms or pending payments, families will need to meet with the Executive Director
- Greeted by a member of our Health Care Team. Medications will be handed over, if applicable.
- Informed of your child's cabin assignment
- Collection of all electronic devices including cell phones
- Greeted by our Summer Director and your assigned cabin counselor who help unload your vehicle
- Parents can then park their car in the Tzamour Hall parking lot and proceed back down to lower camp if they wish.





***NOTE TO PARENTS: Cabin assignments are not available prior to check-in Sunday.** Change requests will only be taken and NOT implemented during drop-off hours. All requests for changes will be handled after drop-off hours by the Summer Director. Please read the [Cabins & Assignment Requests](#) for more detail.

PICKING UP YOUR CAMPER FOR DEPARTURE

Departing campers must be picked up at the lower camp near the Summer Office and Hye Hope Pavilion between 10:00 AM and 12:00 PM ET on the final Saturday or Sunday (for Session 3) of their session. Only parents/guardians may pick up a camper unless you have made other arrangements with the camp in writing (email) 24 hours or more prior to the last day of the session. Parents or authorized persons picking up must be prepared to positively identify themselves.

- Prior to 10:00 AM ET, the lower gate will be closed and cars will be staged in the Tzamour Hall parking lot. Do not leave your car on the main road at the lower gate as this compromises our emergency vehicle entrance/exit plan. Do not leave your car unattended in the Tzamour Hall parking lot staging area and walk down to the lower camp. No visitors are permitted in the camp before 10:00 AM ET and campers will not be ready for pick up before 10:00 AM ET. Stay with your car and drive in when allowed in an orderly and safe fashion. **5 MPH is our maximum speed limit on camp grounds.** Once opened, a gate monitor will ask you for your camper's name before entering through the lower gate.
- Once in the lower camp, park your car only in designated areas and never leave your car anywhere on the road, and never drive or park on the basketball courts. You must obey staff members monitoring vehicle parking and vehicle traffic flow, they are there to protect your safety and the safety of children especially those that you may not see. Camper pickup can be hectic and chaotic, you must expect to devote at least an hour to locating your camper and their belongings, their medications if applicable and possibly a conversation with the Summer Director, Counselor(s) and/or Medical Staff. Camper luggage is labeled by name and is placed under the Pavilion or the Basketball courts by cabin number, review your camper's luggage with them to ensure that you collect all of your camper's belongings. Staff is on hand to assist you in carrying luggage and belongings to your vehicle.
- A pickup desk near the Hye Hope Pavilion will be staffed. Here you must pick up your camper's departure packet, and medications if your camper received services at our Health Center.
- The individual picking up the camper will be asked for a form of identification prior to departure off the premises. Campers will only be released to approved individuals.





EARLY CAMPER PICKUP REQUEST

PRIOR TO 10:00 AM ET ON DEPARTURE SATURDAY

- Early pickup requests must be submitted by contacting the Camp Office at least 24 hours in advance by phone (508-520-1312) or by email at office@camphaiastan.org.

EARLY DEPARTURE

- If you must pick up your camper prior to departure Saturday, you may schedule the day and the time of the early pickup in writing with the Camp Office prior to the start of the session. Parents picking up campers prior to departure Saturday must report to the Summer Director at the agreed upon pickup day and time. The Summer Director will conduct the mandatory departure procedure with you – do not leave with your camper unless you are cleared to do so by the Summer Director.
- Campers who depart early are not permitted to return unless given permission from the Executive Director.

WE WILL ONLY RELEASE A DEPARTING CAMPER TO THE CAMPER'S PARENT OR LEGAL GUARDIAN DESIGNATED ON THEIR ENROLLMENT FORM. A REQUEST FOR AUTHORIZATION FOR ANOTHER ADULT TO PICK-UP YOUR CAMPER MAY BE OBTAINED BY ADVANCE WRITTEN REQUEST TO OUR EXECUTIVE DIRECTOR BY THE DESIGNATED PARENT OR LEGAL GUARDIAN. AN ADULT DESIGNATED TO ACT IN THE STEAD OF THE PARENT OR LEGAL GUARDIAN FOR CAMPER PICK-UP MUST PROPERLY IDENTIFY THEMSELVES TO THE SUMMER DIRECTOR BEFORE A CAMPER IS RELEASED.

TRANSPORTATION POLICY

If your camper requires transportation to and from AYF Camp Haiastan, travel information must be communicated with the camp office no less than two weeks prior to the transportation request date.

Camp Haiastan does not provide transportation for anyone other than campers, and we only pick up or drop off campers to and from airports, rail or bus stations (not private homes or other places).

Note the following transportation policies:

- Transportation Fee: \$75 one way to and from Camp Haiastan





- Transportation provided only for flights arriving no earlier than **9 AM ET and no later than 5 PM ET** on session start date, and flights departing no earlier than 9 AM and no later than 5PM ET on session end date. Departing international flights no earlier than **10 AM ET**. Transportation requests outside of these times must be submitted to the Main Office (office@camphaiastan.org or 508-520-1312).
- Campsite registration has a transportation module where flight information MUST BE ENTERED. Without this information, we have no knowledge of your campers' travel plans and will not be responsible for campers not met at terminals or stations.
- Requests submitted less than 2 weeks prior to your camper's session start date may NOT be accepted.
- We encourage all families who are flying in/out to utilize T.F. Green International Airport (Warwick, RI).
- Camp Haiastan is not responsible for paying overweight or excess baggage fees.
- You must pay in advance the Unaccompanied Minor Service Fee charged by your airline at the airport ticket counter. Check with your airline when booking tickets. Camp Haiastan will not be responsible for paying this fee. Each airline defines Unaccompanied Minor status differently –check in advance with your airline.
 - **Unaccompanied Minor status requires the name of the person from Camp Haiastan responsible for accepting your minor camper upon arrival. Always give the name of our Executive Director: Kenar Charchaflian (508 520-1312 – execdirector@camphaiastan.org)**
- Camp Haiastan, by law, cannot provide an adult escort at the gate for any camper flying as an adult (check with your airline on unaccompanied minor age). Campers flying adult status will be met at baggage claim upon arrival and taken to security check-in at departure.
- Non-U.S. citizen campers must have a valid passport and parents must guarantee that campers will clear customs.
- For departing campers, families should email the boarding pass to the Camp Office within 24 hours of scheduled departure.

Suggestions:

- Send your camper with a cell phone and submit the cell phone number on the form. Cell phones will be turned in upon camper's arrival at camp and returned for departure.
- Send your camper with cash each way for food and beverage in terminals.

IMPORTANT: Because of increased security at airports and ever-changing security conditions, Camp Haiastan staff are not always guaranteed gate passes to meet arriving campers at gate areas or to escort departing campers to gate areas. Therefore, we urge parents to seek the advice of their airline regarding the availability of airline personnel supervision of their children to and from the gate in the event that our staff cannot secure a gate pass. This may incur an additional fee from your airline.





5. COVID/INFLUENZA & HEAD LICE INFORMATION & POLICIES

COVID/INFLUENZA INFORMATION

COVID/Influenza can be a combination of several viruses from several host species (bird, human and mammal) that have morphed into a strain that allows human-to-human contact. Many but not all persons infected may have recently traveled to other countries with similar conditions, or had contact with someone who did. With the possibility of campers and staff coming from affected areas, both domestic and foreign, the potential impact on Camp Haiastan is obvious.

At Camp Haiastan, advocating and implementing strategies to contain and mitigate a COVID/Influenza outbreak is basic. The need for good hand washing, teaching campers and staff to cover their coughs, promoting good nutrition, hydration, and proper rest are core camp health messages. In addition, The Commonwealth of Massachusetts Department of Public Health and The Town of Franklin Health Department offer camps guidance and recommendations as well as required reporting mandates.

1. **Recommendation:** As the operator of a children's camp it is imperative that we focus our efforts on keeping all campers with symptoms of influenza out of camp.
2. **Reporting Mandate:** If a camper is sent home with Covid or Flu-like symptoms, they will not be allowed to return to camp for at least 7 days even if their symptoms resolve sooner. In addition, camp administration must contact both the camp's Health Care Consultant and the Franklin Health Department as soon as possible.
3. **What Parents Can Do:** Parents, please read, understand and use the **Flu Symptom Checklist and Covid Symptom Checklist** from The Commonwealth of Mass. Dept. of Public Health as a proactive guide well before your child attends camp.

AYF CAMP HAIASTAN COVID/INFLUENZA-LIKE ILLNESS (ILI) PROTOCOL POLICY

Any camper with the following signs and symptoms must leave the camp as soon as possible and be seen by a physician for evaluation for Influenza-like illness (ILI) and possible diagnosis of influenza:

- This protocol will trigger if a camper presents with a fever over 100 degrees F and cough and/or sore throat. If a camper is suspected of having contracted a virus, the camper will not be allowed to remain in camp
- We will keep the camper with Covid or ILI isolated in the Health Center away from other campers until a parent/legal guardian or parent designated adult arrives to





remove them. This means keeping them away from others if possible or having the camper wear a protective mask.

- We will notify the camper's parent/legal guardian/emergency contact advising them that they need to immediately respond to Camp Haiastan to take the camper for a medical evaluation. We will inform the emergency contact that if the parent cannot/does not respond, an adult camp staff will transport the camper to the hospital for evaluation. If the hospital or physician suspects or diagnoses Covid or influenza, the camper must be picked up at the hospital by their parent or emergency contact.
- Personal items may be picked up by a parent or emergency contact.
- After the camper is removed from camp and is seen by their own physician, if notification from a physician reveals that the camper has or may have a suspected case of Covid or ILI and/or is being tested for it, immediately notify Kenar Charchaflian, Executive Director at 508-520-1312.
- Covid or ILI campers will not be allowed to return to camp until medically cleared by a physician.
- Camp Haiastan will report Covid and ILI cases where campers are sent home to the Town of Franklin Health Department.
- The hospital/physician's office will report confirmed influenza cases to The Commonwealth of Massachusetts Department of Public Health.
- Camp Haiastan staff will monitor our campers watching for clusters or outbreaks of illness and follow the above criteria if found.
- Camp Haiastan will promote good hygiene practices throughout the camp, in cabins and in dining areas.
- Direct questions or concerns to Executive Director, Kenar Charchaflian at 508 520-1312.

A simple way to remember what actions we will take:

- **We will identify** – an ill camper and symptoms of ILI
- **We will isolate** - an ill and/or suspected ILI camper from other campers
- **We will inform** - parents/emergency contact as to the status of ill and/or ILI suspected campers
- **We will initiate** – our Covid/ILI Protocol and await parents so they can transport or remove the camper from camp or with parent's approval transport camper to hospital ER.

HEAD LICE INFORMATION

There are few issues that can derail summer camp fun quicker than an outbreak of head lice. Panic sets in, questions arise, and it is difficult to determine the source of lice. We strongly encourage parents to carefully review this policy to gain valuable knowledge on the camp's procedures and guidelines which we will strictly adhere to.





What can parents do?

- Learn to check your child for evidence of stages of head lice, especially if your child has been in contact with others who have recently had head lice.
- It is mandatory that you inform us if your child has been treated for head lice **within the two weeks** prior to them attending camp. You will be required to sign a document stating your child had head lice prior to arriving at camp.

AYF CAMP HAIASTAN HEAD LICE PROTOCOL AND POLICY

Camp Haiastan will not treat for head lice. We are not equipped nor staffed for the tedious and arduous process of treating head lice properly. Head lice must be treated immediately; therefore it is imperative that if parents or emergency contacts, come from a long distance or are out of town, adhere to one of the two policies below.

Should we discover head lice on a camper, we will strictly adhere to one of two policies:

1. We will notify the camper's parent/legal guardian/emergency contact advising them that they need to immediately come to Camp Haiastan and remove their child within 24 hours. The camper WILL NOT be allowed to remain in camp or return to camp and we will keep the camper with evidence of head lice isolated in the Health Center away from other campers until the parent/emergency contact arrives. We do recognize the emotional impact of isolating and discharging a camper with lice, but require this for the safety of the other campers. Personal items must be taken by a parent or emergency contact upon departure.
 2. Camp Haiastan will provide parents/legal guardians with information to utilize an outside source for proper treatment of lice if desired. If you choose to have your child treated with this service, they will come to camp to pick lice and/or nits from your child's hair in the Health Center. Once your child is cleared, they may return to their cabin and proceed with all daily activities. This is the ONLY option that will allow your camper to remain at camp (other than a complete head shave) due to the fact that topical treatments do not guarantee a 100% success rate of nit/lice removal.
 - Camp Haiastan is not responsible for paying for this service if decided upon by the parents/legal guardian. A document with all details will be provided to the parents/legal guardian by the service provider.
- Camp Haiastan Staff will monitor campers watching for additional head lice outbreaks and follow the above criteria if found.
 - We will thoroughly clean and treat necessary living and common areas within 24 hours of head lice discovery.
 - Direct questions or concerns to Kenar Charchaflian, Executive Director at 508-520-1312.
 - We will train and educate our staff regarding our Head Lice policies.





- We will institute staff policies regarding Head Lice similar to our camper policies.

FEE REFUNDS FOR HEALTH REASONS

We will consider fee refunds on a case-by-case basis for shortened camper stays due to health reasons.

6. HEALTH, SAFETY, AND SANITATION

We practice proven measures to assure the health, safety and welfare of our campers and staff. We maintain a Health Center managed by a Mass. Licensed Medical Professional Nurse who resides at Camp Haiastan. We employ additional licensed staff during the season as attendance and needs dictate. This allows us to have a licensed Provider available 24/7 throughout the season. Our Consulting Physician (required by State law) writes the Health Center and Staff Standing Orders (required by State law) and is on call 24/7 for consultation.

We have been honored to have Dr. André Markarian as our Consulting Physicians. Dr. Markarian has served Camp Haiastan for several years and is a practicing Emergency Department Physician.

- The nearest hospital is Milford Regional Medical Center (about 10 miles from camp). MRMC maintains a 24-hour emergency and triage center as well as an occupational health department. Minute Clinic and/or other Urgent Care facilities may be utilized as well. Camp Haiastan is located within the legal jurisdiction of the Town of Franklin, Massachusetts that maintains full time 24-hour Police, Fire and Emergency Response departments (911).
- As required by State law, an independent laboratory constantly tests our well water quality and purity, and our water system is overseen by a Certified Public Water System Administrator. Both our lab and our CPWSA are licensed by the Commonwealth of Massachusetts.
 - **A Note On Bottled Water & Our Drinking Water:** We require your camper to have a BPA-free water bottle to be filled at our drinking fountains in order for them to maintain a safe level of hydration. Please do not bring a private supply of water or any other beverage, your camper will not be allowed to keep it.
- A Serv-Safe Food Manager certified Cook (required by State law) prepares our three daily meals and supervises our food service department.





- A licensed pest control operator (required by State law) treats cabins and grounds for rodents, pests and poison oak/ivy/sumac during the off-season. The Norfolk County Mosquito Control Program will spray most of the camp between midnight and sunrise once per month weather permitting during the summer.
- Camp Haiastan is inspected annually by the Town of Franklin Health Department, which is the local representative of the Commonwealth of Massachusetts Dept. of Public Health. This extensive inspection includes:
 - State Criminal and Sexual Offender Background checks and/or local police department arrest record check of all employees and volunteers.
 - Evidence of required suitability, certification and licensure of key administrative staff.
 - Evidence of valid licensing to operate a children's summer camp, food service establishment, health center, swimming pool and Public Water System.
 - Inspection of required documents, forms and procedures for the enrolling of campers, and the hiring of staff.
 - Inspection of buildings, grounds and facilities to include but not limited to: Food Service, Health Center, swimming pool and pond, wells and water system, camper and staff living quarters, bathroom, shower room, and activity and program facilities.
- Camp Haiastan employs staff assigned to perform scheduled maintenance several times daily, seven days each week. Daily maintenance is an important and necessary function at Camp Haiastan at all common facilities and areas of the camp including but not limited to bathrooms and showers. Campers and their counselors are required to keep our Dining Hall and their own living quarters clean and neat as well as the grounds around them free from litter and refuse. Campers are never required to, or assigned to clean bathrooms, showers, or washstand, or to use harsh or dangerous cleaning chemicals.



Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

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

How is meningococcal disease spread?

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

Who is most at risk for getting meningococcal disease?

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

Are camp attendees at increased risk for meningococcal disease?

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

Is there a vaccine against meningococcal disease?

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

Should my child or adolescent receive the meningococcal vaccine?

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

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

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

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

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks, or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningococcal disease.

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

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





7. CABINS & ASSIGNMENT REQUESTS

On drop-off Sunday, only parents and campers who have completed registration will be permitted to enter the Lower Camp, be given a cabin assignment and allowed to select a bunk in the assigned cabin on the first day of the session. Every effort is made to honor requests for their camper to be assigned to a cabin with another camper, however every request may not be possible.

Our goal, when possible, is to make cabin assignments with the following criteria:

1. Attempt to honor an assignment request made by the parent on the camper enrollment form.
2. The camper's gender and the camper's age at the beginning of the session.
3. That activity participation within a given age group is as important for cabin assignment as cabin sleeping assignments, if not more.
4. The negative effect that assignment requests may have on cabin assignments of other campers of that age group.
5. Cabin bunk capacities: There are 8 campers per cabin and 12 campers per Bunk.

The camp administration reserves the right to consider all cabin assignments final. Any requests made to the Summer Director on drop-off Sunday will be evaluated and possibly implemented after drop-off hours.

Campers are grouped by age and, of course, by gender for the purpose of cabin assignments and activity participation. For Sessions 1, 2 and 3:

- Younger Group: Ages 8, 9 and some younger 10 year-olds (usually first timers).
- Middle Group: Ages 10 (usually older 10's), 11, and 12 year-olds.
- Olders Group : Ages 13 and 14 year-olds.

We try to maintain this grouping model, however some situations arise where we consider alternative grouping. Our goal is to appropriately place every camper in a cabin assignment that they are pleased with by the end of the first full day of camp. In most cases we achieve this goal. The decision of the Summer Director is final with regard to age group and cabin assignments.





8. CONDUCT AND BEHAVIOR EXPECTATIONS

A MESSAGE TO PARENTS FROM THE BOARD OF DIRECTORS

AYF Camp Haiastan has been successfully providing a safe and memorable experience for all children for over 70 years and we are pleased to be able to serve the fourth generation of many of our families. Campers are expected to be respectful and courteous at all times. Camp Haiastan has a clearly defined Discipline Code Policy that will be applied whenever behavior is deemed dangerous and/or destructive during a camper's stay. We consider any kind of bullying, including cyberbullying and/or hazing as enforceable by our Discipline Code Policy. Bystanders who may have contributed to any bullying situation will be held to our Discipline Code Policy. Camp Haiastan encourages and expects bystanders who witness bullying behavior to come forward immediately to a responsible adult and confidentially report bullying behavior.

AYF Camp Haiastan is successful because we implement the following:

- High standards of care for all children, which are not compromised for any one particular individual
- High expectations of our staff and ourselves
- Boundaries and limitations as related to conduct and behavior that are clearly defined for campers and staff that are non-negotiable.

Our goal is to care for our campers and our staff with an unwavering concern, interest, and commitment to their health, safety, welfare, and enjoyment.

AYF Camp Haiastan's goal is to teach campers:

- To recognize that they have a responsibility for themselves and those around them
- To learn to make choices that are good for themselves and others, and to take responsibility for the choices they make.
- To respect oneself and to respect others despite differences.
- To accept that they are accountable for their actions and the consequences for inappropriate behavior.

Please communicate to your child that Camp Haiastan will not tolerate behaviors such as violence, bullying, possession of weapons, repeated profanity, disrespect, bigotry, inappropriate sexual behavior, drug, alcohol, and tobacco use, or any other unsafe behaviors that are potentially harmful to themselves or others. Please share with your camper that a consequence of such behavior will include disciplinary action according to our Discipline Code Policy, which can lead to their removal from the camp at parent's expense with no refund of unused fees. Our interest is to offer a pleasant experience for all, and it is not our intention to exclude any child however that need may arise. It is important to discuss with your camper that your expectations and Camp Management expectations for behavior during their camp stay are consistent.





AYF Camp Haiastan Board of Directors

9. CAMPER DISCIPLINE POLICY

COMMUNICATION BETWEEN CAMP HAIASTAN AND PARENTS

Communication about a camper's behavior will be shared by the Summer Director and/or Executive Director when necessary. Program rules and policies are available on the Camp Website, in the Camper/Parent Guide and on the camp website.

BEHAVIOR MANAGEMENT

AYF Camp Haiastan believes that campers learn positive behavior through positive reinforcement, redirection, prevention and self-discipline. The most effective way to help a camper learn positive behavior is to reward those behaviors so that the camper will want to repeat them. We work hard to teach—strategies to implement gradual discipline when inappropriate behaviors are exhibited. Every effort will be made by the staff to use positive, non-punitive, and appropriate strategies to the situation and to each child's individual development.

Through behavior management, we attempt to teach acceptable behaviors, and to promote positive self-image in children by:

- Preventing problems (providing engaging activities that prevent negative behaviors)
- Offering positive suggestions
- Redirecting to a different, positive behavior or activity
- Providing encouragement
- Discussing the situation and why the rule is needed
- Giving positive attention and praise frequently
- Developing rules with the campers
- Setting up a program that is suitable for the ages and needs of the campers
- Providing logical and age appropriate consequences
- Offering alternative choices to activities when possible
- Using age appropriate "break time, to allow for space and time to think of better ways to handle problems, with the support of counselors.

This type of discipline refers to the concept of increased severity in discipline if a child repeatedly violates rules or fails to meet behavior expectations. In adherence to the principles of gradual discipline, violations of the code of conduct or behavior standards are categorized into three categories and each carries its own series of consequences. Under no circumstances will a camper be subjected to corporal punishment, subject to verbal abuse, public humiliation, denial of food, or drinks.



The categories of violations are as follows:

- Minor Violations
- Major Violations
- Critical Violations

DEFINITION OF VIOLATIONS

Minor Violations (Disruptive behavior)	Major Violations (Destructive behavior)	Critical Violations (Dangerous Behaviors)
<ul style="list-style-type: none"> - Behavior that continuously interferes with camp activities and/or dynamic of campers and counselors 	<ul style="list-style-type: none"> - Willful destruction of camp property* - Verbal, physical or sexual harassment, or aggressive behavior towards others 	<ul style="list-style-type: none"> - Any illegal activity - Leaving assigned area without permission, including at night - Possession of drugs, alcohol, tobacco, vaping, or other illegal, controlled substances, contraband items

*Any damage that exceeds \$100 in repairs will be invoiced directly to the camper(s). If the damage cannot be identified to a single camper, then the fee will be split amongst all involved campers.

Any Violation can be escalated to Critical based on the nature of the offense.

Administration of Discipline Progressive discipline for the aforementioned violations will be administered with regard to the following disciplinary track:

	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
MINOR VIOLATION	Verbal notice to camper, noted in daily log or incident report	Verbal notice reminder	Written notice followed with consequence. Parents notified	Call & email home; meeting with Summer/ Executive Director	Expulsion from the program without reimbursement
MAJOR VIOLATION	Written notice to parent or guardian describing the behavioral problem	Written notice to parent or guardian describing the behavioral problem & parent	Immediate expulsion from the program without reimbursement. Parents/guardian/emergency contact are required to pick up camper immediately.		





		conference if available.	
CRITICAL VIOLATION	Immediate expulsion from the program without reimbursement. Parents/guardian/emergency contact are required to pick up the camper immediately.		

Expulsions:

- Expulsion will occur to any camper who is a threat to himself or herself or other children, or who is a repeat offender.
- **Camp Haiastan reserves the right to dismiss any camper whose actions or behavior is determined to be detrimental to the camp or to themselves.**
- All suspensions and expulsions are at the discretion of the coordinator or director. If your child misses days due to suspension or expulsion, refunds will not be provided.
- Camp Haiastan reserves the right to accept or reject the application of a camper who has been previously expelled from Camp due to a major or critical violation for disciplinary reasons.

Camp Haiastan will communicate clearly with the family of camper(s) who have previously been in violation about future enrollment/acceptance.

10. AYF CAMP HAIASTAN PROGRAMMING

ACTIVITIES & PROFICIENCY LEVELS

Our overlying goal is to insure a safe, healthy, wholesome and happy environment for our campers as we instill in them a sense of Armenian identity and pride as well as a basic working knowledge of our Armenian heritage and culture (campers need not be able to speak Armenian to benefit from this program).

We offer a sound program of varied traditional physical activities, cognitive activities geared to a camp setting, as well as creative activities within the disciplines of arts and crafts, music, performing arts, and Armenian School. Our Armenian School includes experiences in Armenian culture, language, history, current events and political awareness. Please pay close attention to questions on the CAMPER ENROLLMENT FORM that help us better place your camper in the appropriate proficiency level for our Armenian School classes as well as our Aquatic Program (Red Cross/YMCA swimming level). Most campers will experience Armenian School and Aquatic Program activities daily at camp.





Aquatics

- Campers are scheduled at the pool daily for at least one swimming activity period along with free swim every afternoon (weather permitting). Campers additionally use Uncas Pond for watercraft activities.
- Our main pool area is a consistent 3-foot depth with easy in and out steps to accommodate all ages and sizes of campers.
- All Campers are swim tested during the first full day of camp and are placed for swim lessons if necessary and pool activities accordingly.
- Our Certified Lifeguards and other camp staff are trained to teach swimming lessons and pool safety procedures to non-swimmers as well as to beginners. Camp Haiastan adheres to swim lesson guidelines set forth by the Red Cross and YMCA.

We are committed to providing swimming instruction to campers in order that they achieve at least beginner swimmer level status during their two-week stay at camp. For campers who demonstrate a minimum swimming level proficiency of beginner or above, a variety of pool and pond activities are then introduced during the daily pool/pond activity period. Campers are excused from the swimming program for diagnosed medical reasons only.

A certified Aquatics Director (required by State law) supervises our aquatic program at both our pool and at Uncas Pond. Certified Lifeguards (required by State law) are on duty at the pool during swimming activities as well as to instruct and supervise small craft use on Uncas Pond. In addition, Camp Haiastan employs a Certified Pool/Spa Operator (required by State law) who oversees the physical operation of our swimming pool.

DAILY SCHEDULE

The following table is a typical basic Daily Schedule for Sessions 1, 2 and 3 for 8 to 14 year old campers. This schedule is typical for Mondays through Saturdays. As is the case with all plans, weather, unforeseen situations and special events may cause temporary deviations from our Basic Daily Schedule. We believe, just like at home and at school, children adjust quickly to camp life, and get the most out of their experience with us when their basic daily schedule is laid out for them ahead of time.

AYF CAMP HAIASTAN TYPICAL BASIC DAILY SCHEDULE FOR SESSIONS 1, 2 & 3

7:30 AM	Wake-up Call
7:50 AM	Flag Raising
8:00 AM	Breakfast
9:00 AM	Cabin Clean Up
9:30 AM	1st Activity





10:30 AM	2nd Activity
11:30 AM	3rd Activity
12:30 PM	Lunch
1:30 PM	Free Time
2:00 PM	4th Activity
3:00 PM	5th Activity
4:00 PM	Free Swim/Showers
6:00 PM	Dinner
7:00 PM	Flag Lowering/Free Time
7:30 PM	Night Activity
9 - 10 PM	Lights Out

TEEN SESSION SCHEDULE

Teen Session follows the framework of the Basic Daily Schedule, however the program content of the Teen Session may include opportunities for experiences away from the camp as well as unique activities in camp that are not as structured as Sessions 1, 2 and 3, that may evolve during the session because of our desire for Teen Session campers to have input into the content of their program. Appropriately planned and supervised daily social events and camper-staff bonding activities are key to the success of the Teen Session.

11. CAMPER COMMUNICATION

BUNK1 COMMUNICATION & PHOTO GALLERY

Camp Haiastan uses a third-party service called, [Bunk1](#), which offers families and friends a simple way of staying connected with your camper. Families can access secure online photo galleries, which are uploaded numerous times throughout the session. This service can be utilized for no cost.

Additionally, Bunk1 offers to send electronic notes to your camper, which then get printed and handed to your camper. For a low cost, you can purchase reply notes, for your camper to write a message back to their loved one. These reply notes are picked up daily and scanned/emailed back to the recipient.

All families will receive an email prior to the start of their session with further instructions.





Bunk1 Notes and Monitoring

To ensure that these exchanges contribute to a positive camp experience, we monitor all camper notes before they are sent to families. Below is an explanation of why we do this, what we look for, and how this process works.

Purpose of Monitoring

The goal of monitoring camper notes is to promote constructive and worry-free communication. Camp can sometimes be an emotionally challenging experience, especially for younger children, and notes sent home may reflect temporary feelings of homesickness, frustration, or other minor issues that are already being addressed by camp staff. By reviewing these notes, we aim to:

- **Reduce unnecessary concerns:** If a camper expresses distress (e.g., feeling homesick), we want to ensure that parents don't receive an alarming note before the camp has a chance to address the issue with the camper.
- **Encourage positive communication:** We help campers frame their experiences in a way that reflects both the fun and challenges of camp life, supporting their emotional development.
- **Monitor for inappropriate content:** We ensure that all communication adheres to the camp's standards regarding respectful language and behavior.

What We Monitor

All notes written by campers to their families through the Bunk1 platform are screened to ensure they:

- Do not contain inappropriate or offensive language.
- Do not reveal confidential information, such as details about other campers or sensitive camp matters.
- Do not discuss medical concerns or injuries before parents have been contacted by camp staff.
- Do not express significant emotional distress (such as homesickness or anxiety) in a way that might alarm parents unnecessarily.

In the event that a note includes any of these, our camp staff may take one of the following actions:

- **Speak with the Camper:** Address the camper and ensure they are not in direct harm.
- **Hold the note:** If a note raises significant concerns, we may hold it while we address the issue directly with the camper and contact the family if needed.

Transparency with Families





We believe in fostering trust with our camp families, which is why we are open about this process. Our primary goal is to support both campers and their parents by ensuring that communication remains appropriate, constructive, and free of unnecessary worries. If we notice an ongoing issue with your camper's communication, we will contact you directly to discuss how we can best support your child.

We encourage you to talk with your camper before camp begins about what they can expect. Remind them that it's okay to feel homesick or face challenges at camp, but also to share the fun and exciting things they are experiencing. We'll work closely with them to help guide their notes home so that they reflect a balanced perspective on their time at camp.

Respect for Camper Privacy

While we monitor notes to ensure a positive camp experience, we also respect each camper's privacy. We do not interfere with the personal thoughts they wish to share unless we see a need to intervene for their well-being or the well-being of others. Our intention is not to censor, but to ensure that communication between campers and families remains healthy and supportive.

How Parents Can Help

Parents can support this process by:

- Encouraging campers to write about both the fun and challenging aspects of camp.
- Reminding campers that any issues they are facing can often be addressed quickly by talking to their counselors or camp staff.
- Understanding that if a note is held or revised, it is because we believe it's in the best interest of the camper and family to address the matter first.

If you have any questions about this policy or our monitoring process, please don't hesitate to reach out to us.

MAIL & CAMPER PACKAGE POLICY

During scheduled free time or cabin time, campers have the opportunity to write letters, postcards or "Bunk Notes" to their loved ones.

If you have packed pre-addressed and stamped postcards and/or envelopes along with pens and stationary, campers have the opportunity to communicate with you via mail. Mail comes in and goes out through the Franklin Post Office to us daily except Sundays.

At AYF Camp Haiastan, we prioritize fostering a supportive, inclusive, and distraction-free environment for all campers. To uphold these values, we have implemented a No Package Policy.





- **Permitted Correspondence:** Families are encouraged to send Campers are encouraged to receive traditional letters and postcards. These forms of communication provide meaningful connections without introducing material distractions.
 - If an unwarranted package is received, the belongings will be kept in our office and handed to the camper on the day of departure.
 - **AYF Camp Haiastan**
% (Your camper's name)
PO Box C
Franklin, MA 02038
- **Forgotten Essentials:** If a camper needs essential items, our health center and camp store offer a variety of items such as toiletries, bug spray, sunscreen, and more. We will communicate with families on a case-by-case basis for other supplies as needed.
- This policy aims to enhance the camp experience by:
 - Creating a more inclusive environment where campers focus on shared experiences rather than material goods.
 - Minimizing package deliveries decreases waste.
 - Campers learn to adapt and thrive without reliance on external comforts, fostering resilience and self-reliance.

TELEPHONE CALLS & EMERGENCY CONTACT

Campers are not permitted to receive calls or to make calls during their stay at camp unless conditions warrant it. A member of the camp administration team will decide when conditions warrant a camper to receive a call from home or may make a call home. We seek the counsel of parents whenever a camper is ill, abnormally homesick, or whenever something extraordinary occurs.

We agree to call you if your child is experiencing an extraordinary challenge in their adjustment to camp. The Camp Health Care Provider will make calls to parents/guardians should campers require medical services through our Health Center. This is at the discretion of the Medical Staff based upon the level of medical service rendered. The Medical Staff and a member of our Administration team will coordinate ongoing communication with parents/guardians after the initial call based upon need.

Campers may make a brief call home on the middle Sunday (Sessions: Teen, 1 & 2) from either a designated phone or their personal device at the Summer Office at designated times. Outgoing only calls are limited to one per camper. Make sure you send your camper with the phone number(s) where you can be reached on that day.

- Executive Office: 508-520-1312
- Summer Office: 508-528-0505
- Health Center: 508-417 8319





We aim to keep your children busy and engaged throughout their camping experience therefore our general rule of thumb is that “no news is good news.”

12. CAMP LOGISTICS

CAMP STORE

We have Camp Store at select times of day to provide campers with limited refreshments, snacks, toiletries, batteries, Camp Haiastan apparel and souvenirs, stamps and stationary, etc. Campers do not need cash money for Camp Store. Parents must deposit money in their camper’s Camp Store account, in the online portal no later than one week prior to their session

At the conclusion of your campers’ session we encourage that the unused Camp Store balance be donated to our Financial Aid Fund (see CAMPER ENROLLMENT FORM #1). **In the event that your camper purchases more than the total deposited, we will request the balance to be paid and reserve the right to charge your payment method on file.** Limiting your camper’s purchasing to only their account balance must be done in writing at Registration. Under no circumstances should money be left with your camper, counselor or camp staff.

LAUNDRY

You may arrange for our outside laundry service (wash, dry & fold) for your camper through the online enrollment. Laundry service can be utilized up to two times per session for a two-week session (no laundry service during Session 3 or Day Camp). Camper use of camp washers and dryers is not permitted unless in an emergency situation and only with the supervision of a staff member.

In the event that your camper utilized our laundry service when not enrolled in the service, we will request the balance to be paid and reserve the right to charge your payment method on file.

CAMPER HYGIENE

Our counselors are responsible for supervising and assisting all campers with their bathroom and shower hygiene needs. The level of assistance can vary from age to age and from camper to camper depending upon their maturity level, adjustment to camp and what they are used to at home. All campers are given orientation to these facilities and our daily personal hygiene standards during the first days at camp. Be assured we are flexible and understanding of our





campers' needs. However, a high level of daily health and hygiene is important and mandatory for all campers and staff.

Our staff is trained to deal with fears, anxieties, uncertainties and uncooperativeness in regard to personal hygiene at camp. Just like a good parent, we are firm but gentle in our approach to campers meeting the standards of daily hygiene. We do not hesitate to employ a team approach that may include the Summer Director, Medical Staff and Counselor when necessary.

- The Bathroom building is supervised by staff during peak use times: morning wake-up, before and after meals, and prior to lights out at bedtime.
- The shower building contains private changing stalls and private shower stalls and is supervised by our staff during showers each afternoon before dinner. Daily showers for all campers are mandatory and scheduled by age group, cabin group and by gender.
- After lights out campers needing to use the Bathroom are escorted by night watch staff. Outdoor night lighting illuminates the cabin circle and paths leading to the bathroom building.

CAMP FOOD SERVICE

AYF Camp Haiastan operates a food service facility annually inspected and passed by the Town of Franklin Health Department that meets standards required of camps in the Commonwealth of Massachusetts. Our meals are prepared fresh daily with the acceptance of our campers in mind. We are always exploring new menu ideas that are fresh, nutritious and fun for our campers. Plenty of fruits, vegetables and abundant fluids for our campers are important to us. A ServSafe Food Manager certified cook supervises our food service.

Counselors are instructed to make sure that campers eat properly and nutritiously. Dietary restrictions, food allergies or other food related concerns that are noted on the HEALTH HISTORY FORM 1 and discussed with the Medical Staff are accommodated if at all possible.

13. CAMP HAIASTAN STAFF AND YOUR CAMPER

Our hiring practices include:

- Minimum 17 years of age for Staff In Training, Lifeguard or Armenian School Teacher and minimum 18 years of age for counselor
- Preference to those with previous camp experiences
- Filling positions from the ranks of Armenian Youth Federation
- Background checks
- Certification requirements for specified mandated positions





It is common for qualified young Armenian and non-Armenian individuals from all over the U.S. and even the world to work at Camp Haiastan as a result of our broad based staff recruitment outreach. By law, Camp Haiastan submits a series of background checks on all staff candidates during the application process. Certain staff positions require certifications and/or licenses that are mandated by the Commonwealth of Massachusetts.

Camp staff are supervised and evaluated by our Summer Director and Executive Director. A nine-person Board of Directors is responsible for overseeing the year-around operation of Camp Haiastan. You can email execdirector@camphaiastan.org to speak with a member of our Administration.

Camp staff are given initial training and orientation prior to the opening of camp, as well as in-service review and follow-up training during the season. Staff training includes, but is not limited to, topics such as:

- Staff and camper behavior expectations
- Camper discipline policy, emergency preparedness
- CPR/First Aid training
- Sexual harassment policy
- Camp program and activity orientation
- Review of our Staff Handbook
- Behavioral health training

Each counselor is held accountable for supervising their campers at all times as well as for learning about the uniqueness of each of their campers. Our staff prides itself on the bonds they make with individual campers. Although it is common for campers to have off-season contact with staff that they meet during the summer (at Church, AYF Junior Seminar, Senior & Junior, AYF Olympics, etc.), in general we caution our staff in what is appropriate and acceptable contact and behavior with campers during the off-season since they are no longer employees of Camp Haiastan during the off season and are not under our supervision or responsibility.

Counselors and staff are trained and educated as to our Discipline Code Policy. Under no circumstances are counselors and staff permitted to physically discipline a camper or inflict punishment that involves menial labor or demeaning acts. In some cases, we will curtail privileges as a disciplinary measure, but in no case is physical punishment or the withholding of basic needs of safety, health, welfare, food, water or hygiene withheld from a camper.

We will always seek the participation of and counsel of the parent when dealing with extraordinary camper disciplinary concerns. We use a team approach in addressing any negative or deviant camper behavior. Our team consists of the Executive Director, Summer Director, Medical Staff, MESH Specialist, Behavioral Health Committee, Head Counselor(s), and





the Cabin Counselor. We adhere to the premise that camp, in theory, is beneficial for all children, but in practice may not be for all.

Code of Conduct, Behavior Policy and the State Sanitary Code, Chapter IV (105CMR 430.191)

- Prohibitions:
 1. Corporal punishment prohibited;
 2. No participant shall ever be subject to cruel or severe punishment, humiliation or verbal abuse;
 3. No participant shall be denied food or shelter as a form of punishment;
 4. No participant shall be punished for soiling, wetting or not using the toilet

Our Executive Director and Summer Director are, by law, Mandatory Reporters to the Commonwealth of Massachusetts Department of Social Services. They are required to report on official State documents any evidence of or suspicion of verbal, physical, mental, emotional or psychological abuse that is apparent or discovered in a camper during his or her stay at Camp Haiastan regardless of if the abuse is suspected to have happened prior to the camper arriving at camp or during the camper's stay at camp.

14. FINANCIAL ASSISTANCE PROGRAM

Camp Haiastan proudly offers confidential camper Financial Aid to families to assist cases of financial hardship. Application forms can be found on the camper registration portal or requested from the Executive Director. All requests and contact are kept strictly confidential.

AYF Camp Haiastan refuses no camper for family financial reasons.

Arrangements can be made for deferred fee payments upon request, please contact the Executive Director, Kenar Charchaflian (508 520-1312).

15. NON-DISCRIMINATION & COMPLIANCE

By law, Camp Haiastan maintains a racial and gender non-discrimination policy toward all campers and in all activities. Camp Haiastan must comply with regulations of the Massachusetts Department of Health (105 CMR 430.000), and be licensed by the Town of Franklin Board of Health. Information on CMR 430.000 can be obtained at 617 624-2000 (TDY/TDD 617 624-2001).





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

16. CONFIRMATION OF REVIEW & SIGNATURE

Please sign and date below confirming you and your camper have reviewed the 2024 Overnight Parent/Camper Guide:

NAME: _____

DATE: _____

SIGNATURE: _____

