



AYF CAMP HAIASTAN DAY CAMP PARENT AND CAMPER GUIDE

Սիրելի / Sireli / Dear Parents & Campers:

Welcome to AYF Camp Haiastan, the first Armenian Camp in America! Since 1951, thousands of Armenian youth, campers, and staff have enjoyed fun-filled summers, experiencing familiar and not-so-familiar games and activities, Armenian culture, history, and tradition, and best of all, making new friends along the way. Our Day Camp program has fully engaged campers' imaginations, encouraging them to explore, learn, and grow in a warm and friendly atmosphere. We have seen great success in the curriculum to prepare our day campers to transition into a future overnight camping experience.

Our campus has an outdoor pool and pond in which our Aquatics Director/Water Safety Instructor oversees the Red Cross Swim lessons administered by Certified Red Cross Lifeguards. Our large athletic field, picnic area, and lower campgrounds allow for all activities to take place on-site.

Our campers experience great programs in arts & crafts, along with professional instruction in age-appropriate sports classes and workshops. We are always striving to offer fun and challenging, and of course, Armenian-centered programs to peak the interest of all ages.

Please continue to read below for the important information regarding the procedures and expectations of the Day Camp program.

- AYF Camp Haiastan Board of Directors

WHY AYF CAMP HAIASTAN?

For over 70 years there have been many great reasons to enroll your camper in Camp Haiastan. We are sure that four generations of campers coming to Camp Haiastan over the past seasons that make 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 around the U.S.
- 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.
- Finally, to experience the beautiful grounds and facilities and get acclimated to the camping environment, in hopes of preparing for overnight camping once they turn 8 years old.





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1. READINESS FOR DAY CAMP

If your child meets the minimum age requirement (5 years of age) and can dress, feed, and go to the bathroom by themselves, then your child is most likely ready for camp.

Often, kids themselves are the best judges of when they are ready. When they show spontaneous interest in camp by bringing up the idea of going to camp on their own, that's a good clue that the time is right. Sometimes, kids' interest is sparked by a friend or relative who has attended Camp Haiastan. Many of our campers and future campers have parents, Aunts, Uncles, or Grandparents who generate interest by describing their own childhood experiences as a former camper and/or staff member. Kids always listen to other kids when it comes to figuring out what's fun. So, your child's friends at church, AYF, or at Homenetmen for example who have been to Camp Haiastan, or want to go, will bring up the topic and you can bet that will influence your child more than just about anything else. In the end, there are factors to consider when deciding whether the time is right for overnight camp:

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 homesickness 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 camps 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 well-being. 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'll pick 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 the application or through contacting the Camp 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 training by our Behavioral Health Team to know how to meet camper's individual emotional needs





ATTITUDE

Kids who have positive expectations about camp generally have more fun and are less homesick than children who think that camp isn't for them. One big way to help your child develop a positive attitude about camp is to include him or her in decisions about camp. Help your child know as much as possible about Camp Haiastan (in small but frequent doses), and include him or her 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.



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

Please limit campers' clothes to sport/activewear. Remember to tag and/or label all items with the camper's first and last name. We cannot assume responsibility for lost items.

WHAT TO BRING EVERYDAY

The following are suggested minimum amounts and types of clothing and supplies a camper should bring to camp with them every day.

| | | |
|---|-----------------------|----------------|
| 1 backpack | *1 bathing suit | 1 pool towel |
| 1 pair of flip-flops or water shoes | **Sunscreen/bug spray | 1 water bottle |
| Change of clothes (including undergarments) | **raincoat | **rain boots |

* Girls need to wear one-piece bathing suits

** Please be aware of the weather. If it is sunny, please put sunscreen/bug spray on your child before arriving at camp. The Day Camp Director and Counselors will reapply appropriately. If there is a chance of rain, please send the appropriate gear for the day. If you would like to leave a bag of clothes to stay at camp, you may do so but please remember to pack it up on the last day of the session.

SNACKS AND LUNCH

We are a peanut-free facility. Please do not pack any peanut items for your child's snack or lunch

Snacks and lunch are provided for each camper. If you think that your child may not want to eat camp food or tends to be a picky eater, please pack a lunch that you know they will eat. There are water fountains available on the picnic grounds to refill water bottles. Please ensure that you pack a water bottle with your child each day.

Campers will enjoy the camp store during their time at the lower camp. The camp store is our camp's mini convenience store, where they can find yummy treats, such as refreshing drinks, ice cream, snacks, and more! Please be sure to add this enrollment extra (Camp Store - Day Camp) to your camper's campsite profile if you would like them to have this option. Further note, no camper will be denied camp store even if they are not signed up.

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.

WHAT NOT TO BRING

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

| | | |
|---|----------------------|-----------------------|
| Electronics including cell phone | Valuables/jewelry | Markers & spray paint |
| *Revealing or inappropriate clothing/swimwear | Any aerosol 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 the campers to check 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 minute-to-minute dependence on electronic devices. We promote the value of human interaction of campers with each other and campers with our staff. 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 a cell phone 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. 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 Nurse'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 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 before 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 who 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 to 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 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 the 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 the 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, instructions, and expiration date label intact. **There are no exceptions to medication packaging requirements.**

Please see the images below for copies of Massachusetts State Immunization requirements. As mentioned above, If your child is not fully immunized to Comm. of Mass. 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

The 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 in recent years. 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 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 and details will be emailed at least one week before the start of the session.

Upon Arrival, expect the following:

- Greeted/checked in with a member of our administrative team
 - If there are any missing forms for pending payments, families will need to meet with the Camp Office.
- Greeted by a member of our Health Care Team. Medications will be handed over, if applicable.
- Greeted by our Day Camp Director and staff
- Parents park their cars in the Tzamour Hall parking lot and proceed to the picnic grounds

POSITIVE STRATEGIES FOR DROP-OFF

- Good night sleep
- Healthy breakfast
- Discuss what "goodbye" will look like
- Be positive and encouraging!

DROP-OFF PROCEDURES (the rest of the week)

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Parents will drive to the upper parking lot and walk their children over to the picnic grounds starting at 9:00 AM.

Camp starts at 9:30 AM and pick-up is at 3:30 PM

PICK-UP PROCEDURES

The campers will be coming up from the lower camp at the end of the day. When it is time to dismiss the campers, they will sit near the entrance of the picnic grounds and the staff will dismiss them. Please do not take your child before a staff member dismisses them.

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.

LAST DAY - HANTES

On Friday at 3:00 PM at the picnic grounds stage, the campers will have a short hantes (recital)! Please park your car at the Tzamour Hall parking lot, (where drop-off and pick-up will be) and walk over to the picnic grounds. All are welcome to watch the show and take photos. The day campers will then be dismissed when the hantes (recital) is over.

EARLY CAMPER PICKUP REQUEST

Early pickup requests must be submitted in writing by contacting the Day Camp Director at least 24 hours in advance by email (daycamp@camphaiastan.org).





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, and 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 we must 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 until written permission from a physician. In addition, the 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 deg. 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 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 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 contacts 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 the parent's approval transport the camper to the hospital ER.

HEAD LICE INFORMATION

Few issues 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 of 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 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) because 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. 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 session. We consider any kind of bullying, including cyberbullying and/or hazing as enforceable by our Discipline Code of Policy. Bystanders who may have contributed to any bullying situation will be held to our Discipline Code Policy. Camp Haiastan not only encourages but 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
- A value system is based on high expectations of conduct and behavior and the system is made clear to staff, campers, and families and is non-negotiable.
- Boundaries and limitations as related to conduct and behavior that are clearly defined for campers and staff are non-negotiable.

Behavior that may be unfortunately acceptable in some homes and communities may not be accepted in our Camp Haiastan community. 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.

You must communicate to your child that we will not accept 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. Your camper must understand that a consequence of their behavior will mean disciplinary action according to our Discipline Code Policy which can lead to their removal from the camp at the parent's expense with no refund of unused fees. Our





demonstrated interest is to offer only pleasant memories and it is not our intention to exclude any child, however, that need may unfortunately arise. It is important to discuss in detail your expectations and our expectations of your child(ren) and that parents and camp management are in total agreement with these expectations.

- ***AYF Camp Haiastan Board of Directors***





7. 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.

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 for the situation and for 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 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 series of consequences. Under no circumstances will a camper be subjected to corporal punishment, subject to verbal abuse, public humiliation, or 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 dynamics of campers and counselors | <ul style="list-style-type: none"> - Willful destruction of camp property* - Verbal, physical, or sexual harassment, or aggressive behavior toward 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 conference if available. | Immediate expulsion from the program without reimbursement. Parents/guardian/emergency contact are required to pick up camper immediately. | | |



| | |
|---------------------------|--|
| CRITICAL VIOLATION | Immediate expulsion from the program without reimbursement. Parents/guardians/emergency contacts 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 the camper(s) who have previously been in violation about future enrollment/acceptance.





8. AYF CAMP HAIASTAN PROGRAMMING

ACTIVITIES

Our overlying goal is to ensure 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.

SWIMMING POOL & SWIMMING LESSONS

- Campers are scheduled at the pool daily for at least one aquatics activity period either at the pool or at Uncas Pond.
- Our main pool area is a consistent 3-foot depth with easy in and out steps to accommodate all ages and sizes of campers.
- Floaties and lifejackets are provided for all campers.
- 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 and beginning aquatics safety to all campers. Campers are excused from the swimming program for diagnosed medical reasons only.





9. 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 Physician. 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, and 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. **Only lunch is provided for day campers.**
- 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 week 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 checks 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 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 washstands, 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>.





10. CAMPER COMMUNICATION

BUNK1 COMMUNICATION & PHOTO GALLERY

Camp Haiastan used 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.

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

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 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 on 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.

- 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.”

11. CAMP LOGISTICS

CAMP STORE

We have a Camp Store at select times of day to provide campers with limited refreshments, snacks, Camp Haiastan apparel, etc. Campers do not need cash for the Camp Store. Parents must deposit money in their camper’s Camp Store account no later than 2 weeks before their session in their family account profile.

We recommend a minimum deposit of \$25 per camper, per session. After your campers’ session, we encourage that any unused Camp Store Deposit be donated to our Financial Aid Fund. If your camper purchases more than the total deposited, we reserve the right to charge your payment method on file. Under no circumstances should money be left with your camper, counselor, or camp staff.

RAINY DAYS

The wise old saying, “Problems are opportunities in disguise” is a perfect description of our rainy day activity program. Our main rainy-day activity area is Tzamour Hall (near the Picnic Grounds) which has been outfitted with a variety of active and passive activities for the enjoyment of campers during inclement weather.

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 in their stead eat properly and nutritiously. Dietary restrictions, food allergies, or other food-related concerns must be noted in the medical section of the application and discussed with the medical staff upon arrival on the first day.

12. 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 the 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-round 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 about 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 her stay at Camp Haiastan regardless of whether the abuse is suspected to have happened before the camper arriving at camp or during the camper's stay at camp.





13. FINANCIAL ASSISTANCE PROGRAM

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

AYF Camp Haiastan will not refuse a 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).

14. 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 the 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 the regulations of the Massachusetts Department of Public Health and be licensed by the Franklin Board of Health.





15. CONFIRMATION OF REVIEW & SIGNATURE

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

NAME: _____

DATE: _____

SIGNATURE: _____

