

Bonnie Castle Riding Camp



Summer 2025

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

Table of Contents

Welcome	3
Getting to SBS	4
Arrival & Check-In	5
Departure & Check-Out	6
End of Program Showcase	6
Meet Your Instructors & Barn Staff	7
Daily Schedule	8
Packing List	9-10
Medical Procedures	11-12
Code of Conduct	13
Electronics Policy	14
Weekend Activities	14
Laundry	14
Contacting SBS Summer Programs	14

Welcome

We are thrilled you are joining us for Summer 2025! If you are a returning family, welcome back, and if you are new to us, we are glad to have you! We are excited to provide you with a fun and safe summer experience.

This handbook contains information you will need to be prepared for the Summer of 2025 here at SBS. The following list are answers to some of the frequently asked questions that we receive.

- *Medications must be in the original bottle with the dispensing directions.*
 - *Make sure to fill out the medication dispensing form within your child's CampSite account.*
- *If a camper shows any of the [common symptoms](#) of COVID 19 as stated by the CDC, we will be utilizing rapid antigen tests as a preventative and diagnostic tool.*
- *If you are mailing a letter or package to your child during their stay with us please use the following address & structure:*
 - *[Your Child's Name]
% SBS Summer Programs
574 Bernardston Rd
Greenfield, Ma 01301*
- *Review the designated drop-off and pick-up times in this handbook, along with the details of the End of Session Show.*

As a community, we will make Summer 2025 a summer to remember! If you have any questions, please do not hesitate to contact me by email at: dgarappolo@sbschool.org.

Thanks!,

Dave Garappolo
Director of Auxiliary Programs

Getting to SBS

574 Bernardston Road
Greenfield, Massachusetts, 01301

By Air

The closest airport to the Stoneleigh-Burnham School campus is [Bradley International Airport](#) in Hartford, Connecticut (57 miles). International campers may prefer to fly in and out of [Logan International Airport](#) in Boston, Massachusetts (107 miles) or the airports around New York City: [LaGuardia](#) (175 miles), or [JFK](#) (185 miles).

By Car

From the North - Drive south on Interstate 91 to exit 46, a left exit. Immediately off I 91, take the right exit for MA-10/US-5. Turn left onto MA-10/US-5, proceed through the underpass, turn left at the Stoneleigh-Burnham School entrance.

From the South - Drive north on Interstate 91 to exit 46. Immediately off I-91, take the right exit for MA-10/US-5. Turn left onto MA-10/US-5, turn left at the Stoneleigh-Burnham School entrance.

From the East - Drive west on RT2 to Greenfield. Take the exit for MA-10/US-5. Turn right off the exit and make a quick left at the Stoneleigh-Burnham School entrance.

From the West - Drive east, via the Massachusetts Turnpike or RT 2, to Interstate 91 North. Take exit 46. Immediately off I-91, take the right exit for MA-10/US-5. Turn left onto MA-10/US-5, proceed through the underpass, turn left at the Stoneleigh-Burnham School entrance.

Car Services Available

Deerfield Car & Shuttle: 413-665-4369

Seemo Shuttle: 413-586-1120

Exclusive Car Service: 413-534-3505

Thomas Transportation: 800-526-8143

Valley Transporter: 800-872-8752

Arrival & Check-In

Residential Camper Arrival Time:

Residential campers should arrive on the first Sunday of their session (Session 1: June 22, Session 2: July 6, Session 3: July 20) between **1:00 PM & 1:30 PM**.

Before Your Arrival:

Before your arrival to Stoneleigh-Burnham School, be sure to complete the following:

- Review the camp handbook with your camper.
- Complete all documents on the [Parent Dashboard](#) by June 1, 2025.
- Pay your camp balance.

**Please email dgarappolo@sbschool.org if you need an updated invoice.*

When You Arrive:

When you arrive on campus, follow the driveway to the top of the hill and park in the visitors' lot (on the right). Once parked, follow signs for check-in locations in the oval (front of school). This time can be very chaotic, so please be patient when checking in. There will be a check in table where you will meet staff members that will direct you to the hall where the dorms are located. At check in, the following will occur (see below)

Checking In:

Please bring the following to check-in:

- Any late or updated medical forms. Immunizations, or surveys
- Any medications that will be dispensed by the Health Center Staff. This includes any non-prescription over-the-counter medications, vitamins, melatonin, and all prescription medications; even EpiPens and Inhalers. These will be recorded in the Health Center as per Board of Health protocols.

Camp t-shirts, camper information packet, dining menu, and field trip info form will be given.

Departure & Check-Out

Parents/Guardians or authorized adults must pick their camper up on the last day of camp (Session 1: July 4, Session 2: July 18, Session 3: August 1) after the End of Program Showcase.

Check-Out:

After the demonstration, be sure to complete the following before your departure:

- Pack up and clean camper dorm room
- Check the Lost & Found
- Pick up medications from a Health Supervisor
- Hand in keys to camp staff - **There is a \$60 missing key fee for unreturned keys**

End of Program Showcase

End of Program Showcase:

Families are invited to attend an equestrian showcase at the end of each session.

- **Equestrian showcases will be held on the last Friday of the session from 3pm to 5pm.**
- Showcases will be held at the SBS Equestrian Center, located on the right as you pull up the school driveway.
- Equestrian showcases will be held on the following dates: Session 1: July 4, Session 2: July 18, Session 3: August 1
- Campers are free to head out as soon as they have completed all duties at the barn following their riding time to finish packing and clean their dorm room.

Meet Your Instructors & Barn Staff

Mina Payne

Director of Riding, Mina Payne graduated from Stoneleigh-Burnham in 1978 and has been working here since 1979. She has been named one of the top 50 riding instructors in America by the American Riding Instructor Association. As a junior rider, Mina was a serious Medal and Maclay competitor and won many classes throughout the northeast A-rated circuit. As an adult she became involved with eventing and dressage, competing through the preliminary event level and third level dressage. Riding is still an important part of Mina's day, however, it is teaching young riders which she is most passionate about. She has been a licensed riding instructor and professional horsewoman for over 40 years, having coached many riders to national recognition. Under her tutelage, Stoneleigh-Burnham's equestrian team won the Upper School National IEA Championship title for four consecutive years and in 2004, a Stoneleigh-Burnham student also won the National IEA Leading Rider Award. She is an active member in the USEF, USEA, and IEA.

Sarah Ward

Sarah is the Hunt Seat Instructor and IEA coach at Stoneleigh Burnham School. She has extensive experience in the Hunter/Jumper discipline where she competed in the Junior Medals and the College Preparatory Invitational in Palm Beach, Florida. She also competed in the Equestrian Talent Search and was the captain of her college IHSA team. Sarah has been a barn manager and an assistant trainer and is a licensed riding instructor. She looks forward to helping the riders achieve their goals. Sarah is an active member of USEF, USHJA, and IEA.

Kay Ward

Kay Ward is the Director of the Equestrian Center and has over 30 years of stable management experience. She joined the Stoneleigh-Burnham Equestrian Center in 2018 and has had a commitment to excellence in the care of our beloved school horses! She has a Bachelor's Degree in Animal Science from UMass Amherst and continues to educate herself within the horse industry.

Bonnie Castle Riding Camp Daily Schedule

A typical day for Bonnie Castle campers. This schedule is subject to change.

7:30 - 8:15 AM	Breakfast, Morning medications (if applicable)
8:15 - 8:30 AM	Walk to Barn
8:30 - 9:00 AM	Tack Up
9:00 - 11:45 PM	Sessions 1 & 2: <i>(stable management, riding lesson, or lecture)</i>
11:45 - 12:00 PM	Return to Main Building
12:00 - 12:30 PM	Lunch
12:30 - 1:00 PM	Walk to barn and Tack Up
1:00 - 4:00 PM	Sessions 3 & 4: <i>(stable management, riding lesson, or lecture)</i>
4:00 - 4:15 PM	Return to main campus
4:00 - 6:00 PM	Social time and/or swimming
6:00 - 6:30 PM	Dinner
6:30 - 8:30 PM	Evening Activity with Residential Counselors (crafts, swimming, games)
8:30 - 9:00 PM	Dorm Time <i>(shower, tidy room, relax, phone time when applicable)</i>
9:00 - 9:45 PM	Quiet Social Time <i>(common space, quiet games)</i>
9:45 PM	Check in with Counselor
9:45 - 10:00 PM	Night Routines & Lights Out

Packing List

Personal belongings should be limited to essential items. Campers are welcome to bring one bag and one backpack of belongings.

Required Items for Residential Campers:

Seasonally appropriate clothing

- Shorts
- T-shirts
- Pants/Sweatpants
- Sweatshirt(s)
- Night clothes
- Undergarments
- Socks
- Sneakers
- Rain jacket/umbrella
- Swimsuit
- Hat (optional)
- Alarm clock (cell phones cannot be used as an alarm clock)**
- Something for down times (reading, coloring, etc.)
- Reusable water bottle (we recommend bringing 2)

Linens (regular twin size)

- Pillow & pillowcase
- Sheets, blankets, or sleeping bag

Toiletries

- Bath towel, swim towel, facecloth
- Shower caddy
- Shower shoes
- Deodorant
- Toothpaste & toothbrush
- Soap
- Shampoo
- Hair Brush

Sanitary products

Laundry Items

Laundry Bag

Quarters for laundry (\$2.50 per load)

Detergent

Sunscreen/Bug Spray

Required Items for all Bonnie Castle Campers:

Please note, while at the barn you should not be wearing sneakers, jeans, shorts, or tank tops.

Riding boots: *With heel, hard toe, and mild traction. Should cover ankle*

Polo shirt/t-shirts: *No graphic tees or tank tops*

Riding breeches (no jeans)

ASTM-SEI approved helmet, properly fitted (must meet USEF safety requirements, specifically has not reached expiration date)

Riding gloves

One Jumping Crop

One Dressage Whip

Recommended (not required) Items for Bonnie Castle Campers:

Protective safety riding vest (must meet USEF safety requirements, specifically has not reached expiration date)

Leave at Home

- Dorm appliances (*hot plates, refrigerators, televisions, air conditioners, etc.*)
- Laptops or iPads

We discourage campers from bringing valuables to camp, such as jewelry, computers, and iPads. Stoneleigh-Burnham School cannot be held responsible for loss or damage to these items.

Medical Procedures

- First aid will be administered by the Health Supervisor, trained adults or staff, under the supervision of the Camp Health Supervisor.
- First aid supplies and equipment are kept in the Health Center Office, dorm hallways, and Equestrian Center.
- Health Record Log is used whenever first aid is dispensed and is kept within the Stoneleigh-Burnham school CampSite account. Access to this account and information is limited to the Health Supervisor and Director of Auxiliary Programs.
- Procedures and/or standing orders are written and located in the Health Center Office.

Emergency Medical Care

- The Health Supervisor and/or Director of Auxiliary Programs will administer emergency medical care.
- The Health Supervisor and/or Director of Auxiliary Programs will be responsible for identifying whether off campus, professional medical advice/treatment should be sought.
- Emergency transportation of an ill/injured camper will be provided by the Health Supervisor, adult staff, or off-site paramedic. *Emergency transportation will be always available for medical emergencies.*
- All relevant records, including Emergency Care Forms (Medical Release Form), Health History Forms, Accident/Incident Report Forms, Insurance Forms, and written notes of campers, will accompany the camper off-campus.
- The Director of Auxiliary Programs and/or Health Supervisor will communicate illness/injury status to caregivers when deemed significant, including notification of the need to transport to a medical facility. Parents/Guardians may be requested to pick up their camper or be advised that their camper is being treated at a local medical facility.
- The local medical facility is:
 - Baystate Franklin Medical Center
164 High St
Greenfield, MA.

Daily Medical Care

- The Health Office will be under continual supervision, and access to the Campus Health Supervisor will be available from 7:30 AM - 4:00 PM. We will also have an evening/overnight on-call health supervisor.
- A staff member will be present when a camper visits the Health Center Office for health or medical reasons.

- Campers who require prescription medication will receive medication before meals and before bedtime. Medication will be administered as indicated by the Health Supervisor, the Director of Auxiliary Programs or other trained staff.
- All camper medications are stored with the Health Supervisor in the Health Center.
- Medications may be dispensed as needed for non-scheduled needs.
- All drugs and medications are required to be securely stored (including those needing refrigeration), except when in the controlled possession of the adult responsible for administering them.
- Prescription medication will be dispensed only under the specific direction of a licensed physician, as per instructions in writing or on the original container.
- All medications must be brought in their original containers, and all prescriptions must have the pharmacy label on them.
- **Campers are permitted to carry a limited amount of medication for life-threatening conditions (e.g. EpiPens, Inhaler).** The Health Supervisor should be aware of all medications in a camper's possession.

COVID Procedures

- If your camper is showing signs or symptoms of illness, we ask that you test before arrival to camp.
- If a camper shows any of the common symptoms of COVID 19 as stated by the CDC, we will be utilizing rapid antigen tests as a preventative and diagnostic tool.
- We are a mask-friendly environment. Individuals are welcome to wear a mask, although they are not required.
- If a camper tests positive for COVID during their time at Stoneleigh-Burnham:
 - They will be held in a dorm room in our Health Center
 - The Director of Auxiliary Programs will notify the parents/legal guardians of individual campers if their camper(s) are experiencing any symptoms, are a suspected case, or have tested positive.
 - A camper may return once their rapid test shows negative, but will remain masked for the duration of the session.
- The Director of Auxiliary Programs will inform all parents/legal guardians of any potential exposure to a confirmed case.
- In the event of a camp closure, parents/guardians may be required to pick up their campers on short notice.

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

Code of Conduct

Every camper is presented with the opportunity to contribute to the camp community, enhancing the overall experience for everyone and the atmosphere necessary for a fun and safe experience that everyone can enjoy.

Campers who choose to be disruptive or combative, or those who intentionally diminish the camp experience for others, will be sent home if they are unable or willing to correct their behavior.

Regarding Home Sickness: it is very important for you (parent/guardian) to have a discussion with your camper regarding homesickness and really consider if a session of Bonnie Castle Riding Camp is a good fit for them. **We will not issue refunds for homesick campers.**

In the event a camper chooses not to follow our behavior protocols, the following will occur:

- First report: discussion with the Director of Auxiliary Programs and Administrator on Duty throughout the summer. Parents will be notified through email about the discussion.
- Second report: a virtual discussion with the camper, their caregiver and the Director of Auxiliary Programs.
 - A plan will be developed and agreed upon
- Third report: dismissal from camp **without a refund.**

Additionally, campers who choose to perpetuate or participate in any of the following actions are subject to dismissal from camp:

- Use of profane language
- Bullying of any kind
- Theft
- Defiance or refusing to follow directions given by staff members
- Constant disruption during sleep times
- Not staying in Dorm Room during sleep times (Room Hopping)

The following will be subject to immediate dismissal from camp:

- Violence of any kind
- Possession of weapons
- Possession or use of drugs or alcohol
- Vandalism
- Leaving dorms at night without permission
- Endangering themselves (self harm) or others

Electronics Policy

Campers are permitted to bring a personal cell phone. Phones will remain secured in a lock box in the dorm hall common room. The common room door remains locked for most of the camp day. Campers may use their cell phones to call home during these designated times:

- Evening phone time on Monday, Wednesday and Friday evenings.
- During our off campus field trip on the weekend
- One camp day when requested and allowed by barn staff
- Please note: if your camper utilizes WIFI for phone use, please remember to ask for the login and password before leaving campus at dropoff.

Weekend Activities

Residential campers will enjoy a relaxed weekend at camp. Weekend activities will include swimming in the campus pool, movies, games, and more! On the weekend day that we are on campus we will encourage rest and relaxation in order to get ready for the week ahead. Each weekend there will be one off-campus trip. Campers will be transported to the activity via our school transportation with a trained driver. Once activities have been determined, an email will be sent to families with all pertinent information (when, where, cost, etc.).

Laundry

Laundry facilities are located on the dorm hall, and campers are encouraged to do their laundry on the weekends. Residential counselors will be available to assist younger campers if needed.

Each camper must bring a laundry bag for dirty clothes and laundry detergent. Please label all clothing items and the laundry bag with your camper's first and last name. Each washer and dryer costs \$1.25 to run.

Contacting SBS Summer Programs

If you need to contact Stoneleigh-Burnham Summer Programs for emergency purposes please contact the Director of Auxiliary Programs, Dave Garappolo, at the number below.

413-475-1684

For all other inquiries and non-emergencies, please email Summer Programs at dgarappolo@sbschool.org, and a staff member will respond either by phone or email.