

Stoneleigh-Burnham Summer Programs



Horsemanship Day Camp

August 4-8, 2025

8:00 AM - 4:00 PM

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

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Welcome to Horsemanship Camp!

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 most 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.*
- *Make sure to upload the pediatrician physical form and vaccination form as a **PDF** directly on CampSite. These forms can be acquired directly from your child's pediatrician or the pediatricians portal.*
- *Review the designated drop-off and pick-up times located in this handbook, along with the details of the End of Camp Meet and Greet.*

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.

Thanks!

Dave Garappolo (he/him)

Director of Auxiliary Programs

574 Bernardston Road

Greenfield, MA 01301

413-475-1684

dgarappolo@sbschool.org

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 & Daily Check-In

Monday through Friday between 8:00-8:10 AM

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.

When You Arrive:

When you arrive on campus the Equestrian Center will be on your right. Follow the signs for check-in.

Checking In On Day 1:

Please bring the following to check-in, if applicable:

- Any late or updated medical forms
- Any medications

Daily Arrival Time: 8:00-8:10 AM

Daily Check-Out Procedure

Parents/Guardians or authorized adults must pick their camper up at the Equestrian Center at the below times. To allow for the smooth flow of traffic please be prompt and exit the parking lot as soon as it is safe to do so.

Daily Pick-Up Time: 4:00 PM to 4:05PM

DEPARTURE & CHECK-OUT

Please be sure to do the following before your departure:

- Check the Lost & Found
- Check out with camp staff

TYPICAL DAILY SCHEDULE

Here is what a typical day will look like for Horsemanship Day campers.

8:00 - 8:10 AM	Drop Off at Equestrian Center
8:15 - 11:30 AM	Camp Curriculum
11:45 - 12:15 PM	Lunch
12:15 - 1:15 PM	Swimming
1:30 - 4:00 PM	Camp Curriculum
4:00 - 4:10 PM	Camper Pickup at Equestrian Center

End of Camp Meet and Greet

On the last day of camp, there will be an informal presentation of the program. The campers will show you around, get to feed a horse a snack, and finish off the week by introducing you to their new camp friends and staff members

Meet Your Instructors



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. Currently, riding is still an important part of Mina's day, however, it is the

teaching about which she is most passionate. She has been a licensed riding instructor and professional horsewoman for over 25 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 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 assistant trainer and is a licensed riding instructor. She looks forward to helping the riders achieve their goals!

What to Wear

Campers are expected to dress for the weather that day. While at the barn, campers should wear jeans or leggings, boots with a heel, and a t-shirt, or a polo shirt.

Packing List

Personal belongings should be limited to essential items. Campers are welcome to bring a backpack of belongings. 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. Cell phones will not be allowed during the day.

Day Campers should dress for the weather that day and bring the following items:

- Reusable water bottle
- Bathing Suit & Towel
- Bag for wet clothes
- Sunscreen
- Any medications needed (must be given to the Health Care Supervisor)

All other safety and riding equipment will be provided by the Equestrian Center.

Meals

All campers will receive lunch provided by the Stoneleigh-Burnham dining team. Meals are served from our dining hall on campus and your children will have help from staff to serve themselves. Our dining team works very hard to make sure there are options for ALL dietary restrictions and dietary preferences. Please make sure to let us know of any dietary needs for your camper.

Procedures & Policies

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 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 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 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.
- A staff member will be present when a camper visits the Health Office for health or medical reasons.
- Campers who require prescription medication will receive medication before meals, if needed. 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.
- 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.**

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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.

In the event of a camper that 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 Director of Auxiliary Programs.
 - A plan will be developed
- 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

- Theft
- Defiance or refusing to follow direction given by staff

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
- Endangering themselves or others (Self Harm)

Electronics Policy

Cell Phone use is not permitted during camp. Please remind your camper to keep their cell phones in their bags until the camp day ends.

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