

Summer Programs



Owl 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

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Welcome to SBS Day Camps!

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 provides 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.*

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.

Arrival & Check-In

Monday through Friday between 8:00-8:05 AM in the oval at the top of the hill. Your Camp Counselors will be waiting to sign in each camper and direct them to our camp meeting room.

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](#)
- 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).

Checking In:

Please bring the following to check-in:

- Any late or updated medical forms
- Any medications

Day Camper Daily Departure and Check-Out Procedure

Day Campers: Parents/Guardians or authorized adults must pick their camper up between 4:00 PM and 4:10 PM in the campus oval. Please park in the visitors lot, and walk up to sign out your camper.

DAILY SCHEDULE

A typical day for campers

This schedule is subject to change.

8:00am | Drop off

8:10am-8:30am | Morning Meeting

8:30am-9:15am | Activity 1 (Owl Camp crafts, games)

9:15-9:30am | Snack

9:45am-11:00am | Active Activity - (Recess Games, Gaga Ball, etc)

11:45am-12:30pm | Lunch

12:45pm-1:45pm | Swim

1:45pm-3:30pm | Activity 2 (Owl Camp crafts, games, hikes)

3:50pm-4:00pm | Camp Cleanup and Departure

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
- Extra set of clothes
- Sunscreen & sun protection
- Bug spray
- Any medications needed (must be given to the Health Care Supervisor)
- Daily snack

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.
- 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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Illness Procedures

- If your camper is showing signs or symptoms of illness, we ask that you test before arrival to camp.
- 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.

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 Dave Garappolo, 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 for a plan to 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
- 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
- Leaving dorms at night without permission
- Endangering themselves or others

Electronics Policy

We ask Day campers to please refrain from having phones out during the camp day. All technology will be supplied by Stoneleigh-Burnham school for the duration of this program.

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.

Non-Summer: 413-774-2711 ext. 211

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