

**KAMP KONK INC.**

**SUMMER DAY**

**CAMP**

**PARENT**

**HANDBOOK**

*Location of Summer Camp*

*Seekonk High School*

*261 Arcade Avenue*

*Seekonk, MA 02771*

## **Massachusetts Regulations**

KAMP KONK complies with regulations of the Massachusetts Department of Public Health. Its policies and procedures are in accordance with 105 CMR 430.000: Minimum Standards for Recreational Camps For Children (State Sanitary Code, Chapter IV).

## **Our Mission**

To provide a safe, fun, supportive environment in which campers explore new, challenging and educational experiences, and learn from positive role models that will create a summer experience that builds good character and supports teambuilding and a cooperative learning environment. That the camp will provide an appropriate environment to protect the health, safety, and well-being of the campers.

## **Affirmative Action**

It is the policy of the KAMP KONK Summer Day Camp to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed. The KAMP KONK Summer Day Camp prohibits discrimination on the basis of race, color, sex, age, gender identity, disability, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

## **License**

KAMP KONK is licensed by the Seekonk Board of Health. All policies and procedures for the Summer Day Camp are on file with the Board of Health and are available upon request. Parents of campers have the right to review background check, health care, discipline policies and grievance procedures upon request of the Summer Day Camp. This camp must comply with the regulations of the Massachusetts Department of Public Health (140.190c) and be licensed by the local board of health.

## **Facility**

The KAMP KONK Summer Day Camp is held at the Seekonk High School and on its Grounds.

## **Staff Ratios**

KAMP KONK Summer Day Camp has a camp ratio that ranges from 1:10 counselor to camper ratio as well as a 1:5 Jr. Counselor to camper ratio. Each camp session has a head counselor and at least 2 to 3 junior camp counselors. All staff go through a training process and staff orientation and a volunteer orientation. All staff and volunteers are Cori/Sori or Cari. All staff, volunteers, and campers have updated immunizations and are on record at the camp.

## **Hours of Operation** Camp Session is two weeks in length

## 2023 Session

2023	Camp Half Day	9:00am to 1:00pm	4 hours	Monday – Friday
N/A	Camp Full Day	9:00am to 3:00pm	6 hours	Monday – Friday
N/A	Camp AM Care	8:00am to 9:00 am	1 hour	Monday – Friday
N/A	Camp PM Care	1:00pm to 2pm	1 hour	Monday – Friday

## Camp Communications

- **EMAIL –**
  - [info@kampkonk.com](mailto:info@kampkonk.com)
  - **Camp Director** [director@kampkonk.com](mailto:director@kampkonk.com)
  
- **FACEBOOK GROUP- Kamp Konk**
  
- **Website and Registration – [www.Kampkonk.com](http://www.Kampkonk.com)**

Welcome to KAMP KONK Summer Day Camp,

Dear Parents and Guardians,

I am delighted that you have decided to make the KAMP KONK Summer Day Camp part of your family's summer plans. In my 15 years as an elementary Physical Education school teacher, I have had the pleasure and opportunity to work with various types of students in Seekonk and other schools in nearby local towns. Of course, being a father of 3 wonderful girls as well as being an educator has helped me to understand how important it is to help young people develop good character traits. It is my goal for KAMP KONK, to build a culture and experience in this camp that your kids will carry with them for the rest of their lives. This year we are hoping to have a huge day of activities at the end of camp that will allow the campers to enjoy activities, races, team challenges and games that will just make their summer camp experience an epic one!!

It's a wonderful opportunity I have to motivate my staff and volunteers to approach their goals with excitement and energy. When I completed my Masters in Administration, I knew that building young adults and helping other colleagues to grow would be part of the culture building process. Our local Board of Health licenses KAMP KONK Summer Day Camp. Our camp activities and classes are designed for fun, but along the way, our goal is to help our campers become better citizens. Our goal is to provide an opportunity for kids to find their best selves. The safety of each camper is our highest priority. To help ensure that your child's experience is a positive one, we outline Camp Policies and Practices in the pages that follow. In this Parent Handbook, you will find information regarding transportation, healthcare tips, packing information, contact information, as well as other pertinent items. To help us in ensuring that we are able to meet your family's expectations, we have streamlined the registration process online and only require your child's Healthcare & release form and updated immunization records to be returned to us. Please feel free to contact me at any time if you have any questions or if we may be of any help. This will be KAMP KONK Summer Day Camp's Grand Opening, and we look forward to having your child at camp!

Sincerely,  
Earl Queenan  
Camp Director  
Kamp Konk Inc.  
[Director@Kampkonk.com](mailto:Director@Kampkonk.com)

## **Cell Phone Policy**

We want are campers to grow independently and without distraction. During camp no campers, are allowed to bring cellphones to camp. Cellphones are not permitted for campers. The Campers are busy for the time we have them. Being engaged in the camp activity and enjoying the experience is the focus of KAMP KONK.

## **Elastic Policy**

KAMP KONK Summer Day Camp Staff reserves the right to rule on any matter covered, or uncovered, in this Camp Handbook that ensures a positive learning experience for all participants and that protects the integrity and standards of excellence that we strive for in the offering of KAMP KONK Summer Day Camp.

## **Photo Release Policy**

KAMP KONK Summer Day Camp may take photos of your children during our day camp program. Camp Staff and or Volunteers take pictures of campers. The camp may also have a photography class that allows campers to take pictures. We use these for a camp slide show and the following year's brochure for promotional and advertisement for the KAMP KONK Summer Day Camp. The KAMP KONK Summer Day Camp is not required to contact you regarding using photos. By reviewing this policy and checking the KAMP KONK Parent Handbook Authorization Acknowledgement Statement during registration on [www.kampkonk.com](http://www.kampkonk.com). I hereby grant the KAMP KONK Summer Day Camp permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the KAMP KONK Summer Day Camp and will not be returned.

## **Sunscreen Permission Policy**

I give the KAMP KONK Summer Day Camp Staff my permission to apply sunscreen as needed to my child. I understand that if I do not send my own sunblock labeled with my child's name, or if I send sunblock that has expired the camp will use their own.

## **Insect Repellent Permission Policy**

I give the KAMP KONK Summer Day Camp Staff my permission to apply insect repellent as needed to my child. I understand that if I do not send my own insect repellent labeled with my child's name or if I send insect repellent that has expired the camp will use their own.

# **KAMP KONK**

## **HEALTH CARE POLICY**

In accordance with (105 CMR 430.159(B))

### **HEALTHCARE CONSULTANT**

Name: Jennifer Lafleur APRN, FNP-BC

### **HEALTH CARE SUPERVISOR(s)**

Earl Queenan - Camp Director

### **EMERGENCY TELEPHONE NUMBERS:**

Fire: 911

Police: 911

Rescue/Ambulance: 911

Poison Control Center: 1-800-222-1222

### **HOSPITAL(s) utilized for EMERGENCIES**

Name: Hasbro Children's Hospital

Address: 593 Eddy Street

Telephone: (401) 444 - 4000

### **EMERGENCY PROCEDURES (transportation method & notification of parent)**

Administer immediate first aid. Contact parent or emergency contact if applicable.

Transport camper via ambulance with staff person. Child's information sheet and physical form should accompany the child.

### **EMERGENCY PROCEDURES (if parents cannot be contacted)**

Continue trying to contact parents or emergency contact.

### **EMERGENCY PROCEDURES (when off premises)**

All children's information sheets and physical forms along with any medication are taken on the trip. Staff is made aware of the nearest phone, in addition to the cell phone each director has. Staff will also designate an area that will be considered our home base for the day – campers will be made aware of this area in case someone gets lost.

### **PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT**

Location of first aid kits: Camp Home Base, one with each group or class

Location of first aid manual: First Aid Kit

First aid is administered by: Red Cross First Aid Certified Staff

First aid kits are maintained by: Dave Martinez, Assistant Camp Director

**Contents of first aid kit:** sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask-1-way valve. Alcohol wipes, hand sanitizer, band aids

**PLAN FOR INJURY PREVENTION AND MANAGEMENT** (monitoring the environment) Each Camp Counselor will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. The Camp Director will be notified immediately of all concerns.

### **PROCEDURES FOR REPORTING SERIOUS INJURY/IN-PATIENT HOSPITALIZATION/DEATH OF A CAMPER OR STAFF PERSON TO THE DEPARTMENT OF PUBLIC HEALTH**

A report (prescribed by the Health Department) will be completed for each serious injury or fatality resulting in a camper/staff being sent home or transported to the hospital/physician where a positive diagnosis is made. This report will be sent to the Health Department accompanied with a phone call concerning this matter.

### **PROCEDURES FOR INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN, INCLUDING TIME FRAME AND DOCUMENTATION.**

Any and all serious injuries that occur at camp (including all injuries that occur from the neck up), will result in immediate phone calls to parents from the Camp Health Supervisor.

## **PLAN FOR INFECTION CONTROL & MONITORING**

Parents are aware that they must notify the camp director if their child has a communicable disease. When this is done the director will send a notice home informing all other campers that such a situation does exist. This will be immediately reported to the local board of health and the child will not be admitted back into camp unless accompanied by a doctor's note stating that the child is no longer contagious.

## **PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS**

All staff have attended a training regarding blood and exposure. Blood will be cleaned up using rubber gloves and disposed of in the proper hazardous waste bags. The area will be cleaned with the appropriate cleaning solutions. Diluted Clorox bleach

## **EMERGENCY PLAN FOR THE EVACUATION OF THE PROGRAM OR FACILITY**

1. Each door in every room we use has the evacuation plans posted where the campers can read them.
2. Children will be led out of the building by their counselor.
3. The Camp Director will be responsible for checking all rooms after evacuation.
4. The Camp Director will meet all the children & counselors at a predetermined location where the director will account for all the children in camp.
5. Evacuation drills will take place once every session.
6. The director will document date, time and effectiveness of each drill.

## **PLAN FOR ADMINISTERING MEDICATION**

Jennifer Lafleur, our Health Care Consultant will be available at all times for consultation. She will oversee a written policy for the administration and storage of all medications.

Health Supervisor/s

Earl Queenan, Camp Director

These people: Are over the age of 18

Are Certified in First aid & CPR

Can safely handle and administer medication properly

Can keep proper records

Demonstrates accurate notations on the record

Will contact Health Consultant with any questions

Can utilize the "911" emergency system



Will assure confidentiality

All medication prescribed for campers shall be kept in its original container with a current date, the name of medication, patient's name, doctor's name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse's Office and will only be opened to administer the medication. This medication will be administered by the Health Supervisor; **Exception: Campers may be allowed to self-medicate themselves using a prescribed Epi-pen or inhaler and the parent/guardian and camp health care consultant can give written approval for their Camp Counselor to carry these medications with them in the group's First Aid Kit which will remain with the counselor throughout the day. At the end of each day, these first aid kits will be locked in the camp office and counselors will pick them up each morning.** Our Health Consultant, Jennifer Lafleur, APRN, FNP-BC, will sign off on this medication given out at camp. Parents will also have to sign an authorization form before medication will be distributed at camp. The Health Supervisor will keep an accurate record of all medication that is dispensed daily.

#### **PLAN FOR RETURN OR DESTROYING UNUSED MEDICATION AT CAMP**

When medication is no longer needed and cannot be returned, the Health Care Consultant, with a witness present, will destroy any medication and make a record of this action in their medical log.

#### **PLAN FOR THE CARE OF MILDLY ILL CAMPERS**

The child will be removed from the group and brought to the Camp Directors desk where she/he can rest quietly on a mat with a pillow. Parents will be contacted and the parent may be asked to pick-up the child from camp. The Camp Director will document this in the medical log.

#### **PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/ OR OTHER EMERGENCY MEDICAL INFORMATION**

The Health Supervisor will be responsible for reviewing all physical forms, which will indicate allergies, and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

#### **PROCEDURE FOR HANDLING SERIOUS INJURY**

If the KAMP KONK staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child's medical form will accompany the child to the hospital.

**MINOR FIRST AID PROCEDURES** will be administered by the camp Health Care Consultant or the camp Health Supervisor personnel in case of an injury. Further treatment will be referred to parents. If a

major injury occurs, emergency medical personnel will be contacted and emergency procedures will be followed.

### **EMERGENCY PROCEDURES (transportation method & notification of parent)**

Administer immediate first aid. Contact parent or emergency contact if applicable.

Transport camper via ambulance with staff person. Child's information sheet and physical form should accompany the child.

(If parents cannot be contacted) Continue trying to contact the parent or next emergency contact.

### **PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT**

- Location of first aid kits: Camp Desk or Camp Home Base, one with each group or class
- Location of first aid manual: First Aid Kit
- First aid is administered by: Red Cross First Aid Certified Staff
- First aid kits are maintained by: David Martinez, Camp Health Supervisor

Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2-inch roll- flexible gauze bandage, 1-inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask-1-way valve. Alcohol wipes, hand sanitizer, band aids

**PLAN FOR INJURY PREVENTION AND MANAGEMENT** (monitoring the environment) Each Camp Counselor Staff Member will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. The Camp Director will be notified immediately of all concerns.

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## **MEDICAL RESTRICTIONS**

Campers should stay home or find alternative care if he/she exhibits any of the following symptoms:

- \*Fever
- \*Diarrhea
- \*Head Lice
- \*Communicable diseases (chicken pox...)
- \*Vomiting
- \*Conjunctivitis (Pink Eye)
- \*Severe Rash
- \*CoronaVirus
- \*Flu

If a camper should become ill while at KAMP KONK, a parent/guardian will be called immediately. In the event that a parent cannot be reached, we will call the next authorized adult on the registration form.

## **PROTECTION FROM THE SUN**

KAMP KONK encourages campers and staff to reduce exposure to ultraviolet sunlight. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, sunscreens with a solar protection factor of 15 or greater and lip balm.

## **DISCIPLINE POLICY**

Should a discipline problem arise, we follow a three-step process, and each step will be documented in writing along the way. We will communicate with the camper each step along the way to help them understand why they have been disciplined.

1st Offense – Verbal Warning and if deemed necessary by camp counselor a written record of behavior with time and date.

2nd Offense – 5-minute reflection time will be given for Camper and Camp Counselor to Conference. If deemed necessary, the Camp Director may call the parent/guardian to pick up the camper if behavior does not resolve. The camper will then write a think sheet to take home and give to the parent/guardian to be signed by the parent and returned by camper on the next day of camp.

3rd Offense – Conference with Camp Director and camper to resolve behavior. The camper will write a think sheet to take home and give to the parent/guardian. If the camper is allowed back to camp and has not been suspended or expelled, they will return the sheet with a parent/guardian signature.

A repeat visit to the Camp Director will result in a phone call to the parent about the behavior, and a meeting may be scheduled. Suspensions will be issued for violent or inappropriate behavior, or repeated visits to the Camp Office for 3rd Offenses. Expulsions from camp occur when a camper's behavior puts anyone at risk (including themselves), or the camper has already received one suspension.

In addition to the procedures outlined above, the following discipline policies are in effect at camp.

In accordance with 105 CMR 430.191: Requirements for Discipline

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

1. Corporal punishment including spanking is prohibited
2. No camper shall be subjected to crude or severe punishment
3. No camper shall be denied food or shelter
4. No camper shall be punished for soiling, wetting or not using the toilet

5. Records shall be kept regarding a camper's behavior which will include the date, time and the camper & staff person involved in the incident.

## **TRAFFIC CONTROL PLAN AND CAMPER RELEASE POLICY**

### **Traffic Control**

The Camp Director will coordinate traffic with assistance of other Camp staff and volunteers. Cars will enter the camp by the back entrance of the Seekonk High School directly across from Dean Street. KAMP KONK signage and staff will help direct traffic and campers safely to the Camp Entrance at the back of the school located next to the school cafeteria. Parents will then follow the arrival procedure.

### **Arrival /Drop Off**

In the morning after parents arrive at the KAMP KONK Camp Entrance designated at the Seekonk High School located at the back of the school. They will then be required to sign their camper in with a staff member assigned to accompany the campers to their assigned tables in the cafeteria which will be those campers first class. There will be a table designated in the cafeteria where the arriving campers can sit at the start of camp from 8:45-9:00. The staff member and or volunteer will then accompany their class of campers to their first-class location. If no staff member is available at the entrance to have them signed in and brought to the table, then the parent will accompany their camper to their table assigned to their first class. After 9:00 AM. all remaining campers that arrive will need to be signed in at the KAMP KONK Camp Director's desk and home base. A KAMP KONK camp staff or volunteer will then accompany the camper to their first class located outside or inside.

KAMP KONK Camp Staff will then be responsible for each camper signed in.

### **Departure / Pick Up**

Parents, or individuals previously authorized in writing to pick campers up, will be directed to one of two designated pick-up areas according to their camper's last class. The KAMP KONK Camp Director and KAMP KONK camp staff will assist in traffic flow. Once in their designated pick-up area parents/authorized individuals will stay in their car or in the designated pickup area and tell the area specialist their camper's name and last class. Campers will be accompanied to the car or parent by their counselor or available camp staff and will be signed out by parents/authorized individuals only after the counselor has checked their proper identification to make sure that they are authorized to pick the camper up. In the event that an individual who is not authorized attempts to pick up a camper, the Camp Director will call the parents to obtain temporary authorization.

## **How to File Grievances**

The camp will immediately investigate all complaints / grievances and will take steps necessary to remedy the situation. Grievances will be discussed with camp counselors. The KAMP KONK Camp Director should be contacted directly with your concerns.

### **Procedures for Background Review of Staff and Volunteers over 18**

Each staff person will fill out a CORI check form issued by the Department of Criminal Justice System (DCJIS), which will have a unique association identification number on it. Each staff person will sign the form.

Each KAMP KONK Camp staff person who can have unsupervised contact with the campers must have a background free of conduct, which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

### **Procedures for Background of Juvenile Volunteer ages 13-17**

This policy pertains to all volunteers under the age of 18 years of age. A Juvenile Cari Request form can only be filled out and signed by the child requesting the Court Activity Record Information. This is needed for your child to volunteer at KAMP KONK. This needs to be received by the camp prior to the opening date of KAMP KONK Summer Session that your volunteer plans to work. The request is free and only requires a copy of a School ID, Birth Certificate, or Passport. **This Form Cannot be signed by the guardian only by the JUVENILE REQUESTING RECORD.**

### **Parents Right to Review**

Upon registering for KAMP KONK Summer Day Camp, families may request copies of background checks, health care & discipline policies, in addition to procedures for filing grievances.

All information is located within the parent handbook; however, leadership staff may assist families in acquiring the information on these subjects.

## **KAMP KONK Parent Handbook**

### **Authorization Acknowledgement Statement**

By Checking box and by reviewing this policy for KAMP KONK Summer Day Camp during registration on [www.kampkonk.com](http://www.kampkonk.com). I Acknowledge that I have read and adhere to the policies and procedures stated in this KAMP KONK PARENT HANDBOOK and listed on the KAMP KONK website. I also Acknowledge that all required forms must be completed and received by KAMP KONK two weeks prior to the KAMP KONK Summer Day Camps opening date for my camper to attend camp.

### **Your Campers Typical Day Schedule**

During a typical day group movement will be supervised and each camper will be accounted for in transition by their class instructor and assigned to a camp counselor during the transition phase.

#### **2023 Session**

##### **Half Day Monday – Friday**

**8:45-9:00 arrive at camp report to first class**

**9:00-10:00 1<sup>st</sup> class**

**10:00-11:00 2<sup>nd</sup> class**

**11:00-12:00 3<sup>rd</sup> class**

**12:00 – 1:00. 4<sup>th</sup> class**

**1:00 Depart from camp from fourth class**

#### **Special Performance Day**

If a performance is scheduled by a third-party vender or group. During a performance group movement will be supervised and campers will be assigned to their class instructor and camp counselors during the performance. Once the performers are done campers will go with the counselors back to their scheduled class.

**All Items Brought to Camp Should Be Labeled with Each Campers Name**

**What to bring to Camp?**

- ✓ A refillable water bottle
- ✓ If you need special sunscreen. (The camp does provide sunscreen)
- ✓ Bug Repellant (*Please see the Sunscreen & Bug Repellent Policy*)
- ✓ Snack if so desired
- ✓ A bag to hold all items if needed

## What to keep home?

- ✓ **No Flip Flops unless you can bring a 2<sup>nd</sup> pair of proper footwear for outdoor classes and woods.**
- ✓ **No Cell Phones**
- ✓ **No Electronics**

**PLEASE LEAVE VALUABLE PERSONAL ITEMS AT HOME.** Campers should not bring or wear any valuable, personal articles such as expensive footwear, watches, jewelry, phones, personal music devices, electronic games, trading cards, key chains, toys, etc. Children are not permitted to use these items at camp. Do not bring sporting equipment unless it is approved by the camp counselors and/or to be used in a specialty sports class. The KAMP KONK Summer Day Camp is not responsible for stolen items.

## Lost and Found

PLEASE LABEL EVERYTHING! We strongly urge you to mark or tag all of your child's belongings. We do our best to return all left behind items at the end of the session it's easier if the items are labeled! Please check the camp lost and found, located in the main corridor near cafeteria, if your child happens to lose something. We are not liable for any lost items.

## IMPORTANT REMINDERS

**Online Registration:** Please make every effort to register online it's a streamlined process to make it easier for you to register and for your camper to get their class selection before they fill up. Register at <http://www.KampKonk.com/>

**First Day of Camp and on the first session of every day:** Parents and campers are required to check-in with the Camp Counselor at their class location as directed by camp counselors or from the Camp desk. They will then be directed to his/her counselor(s) to sign in. When pulling into camp, please note that the parking lot is in the back. Follow the signage to the appropriate parking area. Take your camper to their first class.

**Use of the Pool:** The camp will not be using a pool this camp season.

**Parent Handbook and Online Registration can be found at:**

<http://www.kampkonk.com/>



## To Do List!

- Read and Review Parent Handbook
- Register your camper Online at <http://www.kampkonk.com/>
- During Registration
  - If a class is full make sure you add to the waiting list.
- Mandated by Massachusetts Law  
Campers Immunizations and Physical  
(Dated Within 24 Months of The Camping Session)
- Email a copy of the Completed **Massachusetts Health and Release Form and your campers IMMUNIZATIONS ASAP!**
  - You can attach them an email to: [info@KampKonk.com](mailto:info@KampKonk.com)
- Label all of your camper's belongings for camp.  
Try to have your camper wear their KAMP KONK t-shirt to camp every day.
- ENJOY YOUR SUMMER!