Contents

I. Must Read Information  Page 3
II. General Overview  Page 4
III. Important Information  Page 7
IV. Policies and Procedures  Page 9
V. Contact Information  Page 13
I. Must Read

Registration

Please note: Your registration is not complete until we have received your child’s immunization record and physical report. These forms, along with any outstanding balance must be submitted no later than June 1, 2020. If you registered after June 1st, full payment is due at the time of registration and forms are due one week prior to the start of the camp session.

Refunds

A full refund, less the nonrefundable deposit, is provided to camp families who cancel on or before June 1st. After June 1st, refunds are no longer available, however we are happy to make session changes for a $20 administrative fee. Once a session has begun we do not offer rebates for partial or incomplete attendance.

Parking

When you arrive for camp, drive through the main entrance to the Crane Estate on Argilla Road. Follow the directional signs and park in the lot just past the Barn. Please observe all no parking signs and drive carefully as other campers and families will be walking through the lot. We ask that you walk your camper(s) to/from the barn on Monday morning and Friday afternoon. For all other times we will use a car line for drop off/pick up. In order to release your child into someone else’s care, we require advanced written notice and we ask that everyone show an ID.

What to Bring

For Periwinkles, please provide two small snacks, a water bottle, bug spray, and sunscreen. We will notify you the day before if campers will need a bathing suit and towel the following day. You are welcome to leave an extra change of clothes in the barn in case of accidents.

For full-day campers, please remember to send lunch (that does not need refrigeration or heating), two snacks, a water bottle, sunscreen, bug spray, a bathing suit and a towel in a comfortable backpack. Electronic devices (cell phones, game consoles, etc) and anything that can be perceived as a weapon (including jackknives) are prohibited.

Health and Safety

Please do not send children to camp if they are sick or infectious. If your child cannot attend camp or will be late attending, please call or text the camp cell at 781-439-5841. Staff will remind your child to reapply sunscreen and bug spray throughout the day and will only apply sunscreen and bug spray directly to your child with your express request and permission. Each day our staff leads a tick check, but it is important that you also conduct a check at home each evening.

In case of serious illness or injury, the camper will be taken to Beverly Hospital, 85 Herrick St (978-922-3000). Parents will be notified immediately in all cases.

Swimming and Boating

In compliance with Christian’s law, Plovers, Questers, and Stewards wishing to swim must be tested by the lifeguard staff prior to being included in camp swim time, to ensure that they meet a Red Cross Level 3 or YMCA “Minnow” swim rating. Children have the opportunity to re-take the swim test each day. Periwinkles will be allowed to splash in water up to their knees, but will not swim. Non-swimmers, including periwinkles, will be provided US Coast Guard-approved personal flotation devices. Kayak participants must be strong enough to paddle on their own and able to pass the swim test.

All swimming and boating activities are supervised by certified lifeguards, and our on-site Health Care Supervisor is certified in CPR and First Aid.

SummerQuest complies with all regulations imposed by the MA Department of Public Health and is inspected and licensed by the Ipswich Board of Health.
II. General Overview

Welcome to SummerQuest at the Crane Estate! We consider ourselves one of the most unique camp experiences in New England because of the variety and range of experiences we offer our campers. From art, to history, to environmental science, to Harry Potter, each session of camp offers a different focus and experience, all of which take place in the North Shore’s best summer playground—the Crane Estate!

At SummerQuest we emphasize team building and foster a sense of community. To facilitate personal growth and social development, we group campers based on age and experience and tailor camp activities to each stage:

**Periwinkles** inhabit the world in a state of constant wonder. Most of their learning is empathetic, which means they understand the world through the narrow lens of their own feelings and perspectives.

**Plovers** are campers in transition. They view the world with the wonder of the Periwinkles, but are ready for the challenge of exploration like the Questers.

**Questers** are exploratory learners. They are inherently curious about what exists beyond themselves and they learn best through immersion in the sights, sounds, smells, textures, and tastes of the world around them.

**Stewards** are social learners. They require both freedom and structure to form opinions and evaluate evidence. They work best when the task is both focused and achievable, and crave a sense of agency and responsibility.

At SummerQuest, campers are celebrated as individuals. We encourage children of all backgrounds to participate and therefore there will be children at camp at all levels of ability and understanding. We embrace differences in interests and experience among staff and campers alike and strive to meet each individual at their own level.

Camp is an exciting opportunity for children to make new friends, and we go out of our way to help children meet one another and become comfortable together. We believe this is the most important point of camp—to arrive as a collection of strangers and leave as a community of friends!
The Crane Estate

The Crane Estate is a two-thousand-acre country estate located on the Atlantic Ocean. It is comprised of three unique properties: Castle Hill, Crane Beach and Crane Wildlife Refuge. The setting includes an iconic mansion perched atop a hill overlooking the sea, a sprawling farm complex bounded by old hay meadows and abandoned orchards, rolling lawns and well-kept gardens, miles of white sand beaches and wind-sculpted dunes, and several uninhabited islands bordered by hundreds of acres of salt marsh. It makes for a grand summer stage!

The Barn, which overlooks Fox Creek and the Great Salt Marsh, is the center of our camp. Here we meet each morning and say goodbye each afternoon. Our facility includes bathrooms with running water, bins to store personal belongings, tables and chairs for work groups, and extra space for indoor recreation. During each session, we also make good use of facilities located at The Great House, Steep Hill Beach, The Casino and Choate Island. In the event of inclement weather, we have several buildings in which to take shelter.

SummerQuest is owned and operated by The Trustees of Reservations, the oldest land conservation organization in the country. Our mission is to protect and manage landscapes of exceptional scenic, historic and natural significance in Massachusetts. Our goal is to inspire the creation of healthy, active, green communities in Massachusetts.

To learn more, please visit our website at www.thetrustees.org.

“I can’t think of a better camp for kids to experience classic summer fun. The counselors are kind, energetic and thoughtful, and the camp’s location provides almost unlimited opportunities for adventure. “
- Camper Parent
Camp Schedule

Your camper’s day begins at 9am as they arrive at the barn, greet their friends, and assemble with their groups.

We begin each day all together as a large camp group with Morning Circle in the Vegetable Garden. This is when we make staff announcements about the day and do large group team building with some songs and games. When the larger group breaks up, campers separate into small groups with their dedicated camp educators and fan out to explore the estate and get into the day’s quest activities.

Each quest offers opportunities for different activities focused on different themes, but in each we work hard to make sure campers are able to explore all of the different environments that the Crane Estate has to offer including the interior and rooftop deck of the Great House, the manicured Italian and Rose Gardens, the expansive Allee, the Pine Grove, Steep Hill Beach, the Great Marsh, and the many trails and paths that lead between.

At noon we bid farewell to the Periwinkles. Plovers, Questers, and Stewards eat lunch outside with their small groups or in larger congregations in different areas of the Estate. After lunch, campers enjoy a swim hour on a section of Steep Hill Beach that is reserved for SummerQuest participants. In the afternoon, we offer a choice of camper activities that include kayaking, sports, arts and crafts, STEM learning stations, house tours, and others. We generally offer 3 activity options per afternoon and make sure that all campers who want to are able to spend time kayaking before we allow repeats.

At 3:30pm we gather for Afternoon Circle to review the day, close our time with songs, and prepare for pick-up at 4:00.

Friday Open House

Campers spend an adventure-filled 5 days exploring new environments, trying new experiences, and making new friends. At the end of each session, at 3:30pm on Friday (11:30am for Periwinkles), we encourage parents and guardians to attend our end of session open house for a final celebration of the week. After a fun slideshow of camp moments from the week, a presentation of awards, and final goodbyes, you are welcome to stay on the property and explore the places that have been special to your camper(s) together. Please note that the Great House closes to the public at 4:00pm.
III. Important Information

Registration
Registration opens Friday, January 17 to all Trustees Members (Friday, January 24 for nonmembers). For those interested in becoming a member or needing to renew, you can purchase a membership when registering for camp.
To Register, visit www.thetrustees.org/summerquest and click on “register now.”
A copy of your child’s immunization records and an annual physical report must be submitted before your registration is considered complete. These forms, along with any outstanding balance, must be received no later than June 1. If you register after June 1st, full payment is due at the time of registration and forms are due at least one week prior to the start of the session. If these forms have not been received in time, the camper will be unable to participate in the session.
You can upload these forms directly either at the time of registration or later through the parent dashboard. If you have any questions or concerns about the process, please get in touch with us directly at 978-356-4351 x4052.

Cancellation Policy
Please note, our cancellation policy has changed.
A full refund, less the nonrefundable deposit ($100 per session), is available to camp families who cancel on or before June 1st. After June 1st, refunds are no longer available, however we are happy to make session changes for a $20 administrative fee. Once a session has begun, we do not offer rebates or partial refund for incomplete attendance. If we must cancel a session for any reason, you will receive a full refund.

Membership
The Trustees is a member-supported nonprofit organization. Members at the Family level or higher receive a significant discount on summer camp as well as hundreds of family and youth oriented programs year round. If you are not already a member, you can choose to become one when you register for camp. As a new member, you’ll automatically receive the member discount. Please note that membership must be current during the weeks your child is attending camp.

Financial Assistance
The Trustees is committed to providing camp experiences for youth regardless of family income. To obtain a scholarship application, please visit our website or contact the camp office. Scholarships will be awarded on a rolling basis, and are made possible with generous contributions by the Crane Company, New England Biolabs, and individual donors.

Arrival and Departure
When you arrive for camp, please use the main Crane Estate entrance on Argilla Road. Directional signs will lead you to the left over to the barn. The Gate Ranger will have a list of camp parents and you will not need to pay an entrance fee to drop off campers. If you need to visit camp outside of normal pick-up and drop-off hours, please let us know in advance so we can alert the Gate Ranger.
We must have prior written approval from a camper’s legal guardian to release them into anyone else’s
care, and require IDs for all adults picking up children. Approved adults for pick-up can be added to your camper’s information during the registration process and through the campsite parent dashboard.

**Pick Up and Drop Off**

On Monday mornings, all campers are required to be walked in to the barn and checked in by a parent or guardian. On Friday afternoons, campers must be picked up in the barn by a parent or guardian. On these days, please follow the parking instructions below.

For all other pick-up and drop-off times, we will use a car line system. On these days, please stay close to the left side of the road in case anyone needs to pass, and please encourage children to exit the vehicle on the left side for their safety. A staff member will meet you at your car and will allow you to check in/out your campers without parking.

**Parking**

Parking is in the lot just past the Barn along a one-way route into and out of the estate. For the safety of all, please follow all directional and no-parking signs, and be aware of other campers walking through the area. Please leave yourself plenty of time to negotiate the parking lot to ensure that your camper(s) arrive on time and to minimize stress for yourself and other parents.

**Extended Care**

For those parents who need extra time, we are happy to provide Before Care (8-9am) and After Care (4-5pm). You must register in advance for this service, and the cost per week is $45 for before or after care, $80 for both. This cost is per week and cannot be pro-rated. Unfortunately, we cannot accommodate campers before 8am or after 5pm and we cannot accommodate Periwinkle campers after noon. We apologize for any inconvenience, but after care is not available on Fridays.

**Buddy Requests**

We pride ourselves on turning strangers into friends, but sometimes, you still need a buddy. Please indicate on your registration form if you would like to place your child with another camper. We will honor one request per camper when possible, based on age and maturity level. We cannot guarantee that groups of children who register together will end up in the same group. Campers are not allowed to bring non-registered friends to camp.

**Licensing and Accreditation**

SummerQuest complies with all regulations set forth by the MA Department of Public Health, and is inspected and licensed by the Ipswich Board of Health. Certified lifeguards are employed to supervise all swimming and boating activities, and SummerQuest complies with Christian’s Law. Parents have the right to request and review our background check, health care, and discipline policies as well as our grievance procedures.
IV. Policies and Procedures

What to Bring

Please send your camper with a comfortable backpack that is not over-stuffed! We hike long distances over rough terrain on a daily basis. Shoulder bags, draw string backpacks, duffle bags and rolling suitcases make it very difficult to accomplish this task. We have bins where your child can store extra clothing and other items that do not need to be carried. Please pack these items separately so that they can be stowed rather than carried! Periwinkles should come to camp with two small snacks and a refillable water bottle. Plovers, Questers and Stewards should come to camp with two snacks, lunch and a refillable water bottle. We do not have the ability to heat or cool food. Please alert us if your child has peanut, nut, shellfish, or any other type of food allergy. Per camp regulations, we do not allow campers to share food, but please limit peanut, nut and shellfish products as much as possible. When packing lunch remember that the Crane Estate has a carry in, carry out policy. Please remind your child that they will need to bring all of their wrappers and empty containers home with them. We encourage you to use reusable packaging wherever possible.

What NOT to Bring

Electronic devices, such cell phones, game consoles and music players are prohibited. If you feel compelled to send your child to camp with a cell phone, please ask him or her to store it in his or her bin. We also discourage bringing items such as toys, jewelry, dolls, cards, radios, gum and money. These items invariably lead to distraction and are frequently lost or broken. We therefore respectfully request that you leave them at home. SummerQuest staff will not be responsible for these items should they be brought to camp. Anything that might be perceived as a weapon (including jackknives) is strictly forbidden.

Clothing and Accessories

Please dress your child in clothes appropriate for the outdoor coastal environment. Campers should be prepared for all kinds of weather. Sun, rain and wind are our constant companions. Check the weather forecast and pack a sweatshirt or rain coat if it looks like a cool or wet day. Please also include a bathing suit and a towel each day. Label everything. Please also send your camper with a sturdy pair of sneakers. You may include sandals for the beach, but campers are otherwise discouraged from wearing open-toed shoes.

Please send your camper with sunscreen and bug spray. Staff will remind your child to reapply sunscreen and bug spray throughout the day. Please note that our staff may only apply sunscreen directly to your child with your written permission. Each day our staff leads a check for ticks, but it is important that you also conduct a check at home each evening.
Camp Rules and Regulations
The Trustees of Reservations strives to connect with children at SummerQuest by creating a nurturing, safe, and fun environment. Campers are introduced to the basic rules of behavior at SummerQuest on the first day of their camp session.

Basic rules of behavior include:
1. Stay with the group
2. Follow staff directions
3. Listen to and respect others
4. Use appropriate language
5. Refrain from rough or violent actions
6. Treat living things with respect

After going over the basic camp rules, camper groups together create a code of conduct that will help them create a positive and fun time at camp for everyone, and then sign their group agreement.

Discipline
If a situation arises in which a child is unable to follow the above rules, or the group is unable to function normally due to behavioral problems, or a camper displays inappropriate behavior that jeopardizes the health and safety of an individual or the camp as a whole, we will take the following steps:

Step 1 At the time of the incident, an Educator will verbally remind the child of proper behavior, and seek to resolve whatever issue is causing the behavior in the first place.

Step 2 The Camp Director will meet with the child to review the incident(s) and review the camp’s rules and expectations and signed Camper Code. The Education Manager will be apprised of the situation. If the behavior is especially egregious, the Camp Director will contact the parents by phone and Step 3 will be initiated immediately.

Step 3 The Camp Director will meet with the parents and review the documented incidents. At this point, the camp reserves the right to remove the child from the program or seek an alternative solution, as the situation allows.

Corporal punishment, including spanking, is prohibited. No camper will be subjected to cruel or severe punishment, humiliation or verbal abuse. No camper shall be denied food or shelter as punishment. No child shall be punished for wetting, soiling or not using the toilet.

If the SummerQuest staff feels that a child is not adjusting to camp life, we reserve the right to withdraw the child from camp after consultation with and consideration from the parents. We are not obligated to issue refunds in these instances. Please feel free to contact the Camp Director regarding any problems in your child’s adjustment to our camp program.
Swimming and Boating

The Crane Estate is surrounded by water and time on the beach is the highlight of every camp day. Full Day campers are encouraged to change for daily swim time at Steep Hill Beach, but are not required to swim. Periwinkles do not have daily swim time, but are allowed to splash in water up to their knees.

Swim Test

All campers wishing to swim must be tested by the lifeguard staff prior to being included in camp swim time, and must pass a test that recognizes swim skills comparable to a Red Cross Level 3 or YMCA “Minnow” swim rating. The swim test consists of submerging completely, swimming 25 yards on the belly, floating on the back for one minute, treading water for one minute and swimming 25 yards on the back.

Campers have the opportunity to re-take the swim test each day. Periwinkles will not take the swim test. Non-swimmers, including Periwinkles, will be provided with US Coast Guard-approved personal flotation devices.

Swimming Supervision

Any child determined to be a non-swimmer or at-risk swimmer will be clearly designated via the use of an orange colored wristband. There will be ongoing supervision of designated non-swimmers and at-risk swimmers to confine them to the area of the beach consistent with the limits of their swimming skills. No swimmer will swim without a lifeguard present.

In compliance with Christian’s Law, properly fitting US Coastguard approved PFDs will be provided for all non-swimmers and at-risk swimmers. Counselors will perform PFD fit tests and will fit PFDs to all non-swimmers and at-risk swimmers according to the manufacturer’s instructions at the start of each camp session before any camper is allowed in the water.

PFD fit sizes, along with Swimmer/Non-Swimmer designations will be recorded in the swim log. Parents/guardians are welcome to provide their own PFDs for their child(ren), as long as they meet US Coastguard requirements. Swimmers who have passed the swim test are allowed to move freely in designated swim area as marked by buoys.

Boating

Kayak participants must pass the swim test and be able to paddle on their own. Younger campers may not have the opportunity to kayak if they are too light or too small to paddle a boat on their own. Due to the unpredictability of the ocean, conditions will be assessed by the waterfront supervisor before allowing the use of kayaks.

Depending on the session, campers may be brought on a boat tour or shuttled to Choate Island on our pontoon boat. This boat is piloted by a US Coast Guard-certified captain.

All boaters must wear US Coast Guard-approved personal flotation devices (lifejackets), as prescribed for the specific type of craft and age of occupant.

All swimming and boating activities are supervised by certified lifeguards.
Health and Safety

Above all else, we want your child to have a healthy, happy camp experience. Because we strongly emphasize wellness and safety, the vast majority of our campers never require medical care. However, should the need arise, our on-site Health Care Supervisor is certified in CPR and First Aid.

Immunization

Each child must have a completed SummerQuest Health Form (completed during online registration), a physical report signed by a doctor, and current immunization records. All health forms are due on June 1, 2020.

Medication

At SummerQuest we are required to follow strict protocols in the administration of prescription medication. Medication must be provided in the original container with the original prescription instructions attached. Non-prescription medication must be accompanied by a note from the parent and physician. All medication must be given to the Camp Director and will be locked up during the day. Medications will be dispensed by the Health Supervisor only.

Sick Camper

Our staff is trained to handle minor illnesses. In the event that a child becomes sick during camp hours, the emergency contact will be notified and asked to pick up the child. Parents should not send children who are sick or infectious to camp. If your child is sick and will not attend camp, please call or text the camp cell phone at 781-439-5841 to let us know.

Injured Camper

We have EMTs on call and staff members are trained in emergency care and first aid. In the case of serious illness or injury, the SummerQuest staff will utilize appropriate police, fire department or ambulance transportation. If this action is taken, the camper will be taken to Beverly Hospital, 85 Herrick St. (978-922-3000). Parents will be notified immediately in all cases.

Lost Camper

The Crane Estate staff is trained in lost camper procedures. In the very unlikely event that your child goes missing, all available staff will follow a predetermined protocol to locate your child. Our staff is instructed to never leave a child alone. We will not release your child into the care of another adult without your written authorization.

Meeting Diverse Needs

We welcome campers of all abilities and backgrounds. Please provide us with the tools necessary to give your child the best possible experience at camp by informing us of any special considerations prior to your child’s first day of camp. This may include information on allergies, accessibility concerns, behavioral, psychological, or emotional conditions or other special needs. Details of any Individualized Education Plans (IEP) or Behavior Plans used with your child at school can often be helpful. The information you provide will be shared with only the camp staff that will have direct contact with your child. While we will make every effort to accommodate all considerations, it is not possible for us to offer 1:1 attention. If your child requires an aide at school or other assistance, he or she must be accompanied by a them at camp.
V. Contact Information

At SummerQuest our goal is to give all of our campers the best summer experience ever, full of adventure, new experiences, learning opportunities, and friendship. We are here to answer any questions you have regarding camp life, policies, registration, or anything else. Please don’t hesitate to reach out.

Questions or concerns during camp should be directed to the Camp Director, who will have the camp phone at all times. General questions can be directed to the SummerQuest email or the Education Manager at the office phone number.

We look forward to seeing you this summer!

Meghan Bowe
SummerQuest Camp Director

Victoria Sindorf
Crane Estate Education Manager

Camp Cell Phone: (781) 439-5841
Office Phone: (978) 356-4351 x4052
Email: summerquest@thetrustees.org
Website: www.thetrustees.org/summerquest
Mailing Address: The Crane Estate
Attn: SummerQuest
290 Argilla Road
Ipswich, MA 01938