



2026 NARA Summer Camp

Parent Handbook

Town of Acton Parks and Recreation

Operated by Athena Coding, LLC in coordination with the Town of Acton Parks and Recreation Department

Camp Dates June 29, 2026 - August 28, 2026	Regular Camp 8:30 AM - 4:00 PM
Before Care 7:30 AM - 8:30 AM	After Care 4:00 PM - 6:00 PM
Campers Entering Kindergarten - Grade 6	Location NARA Park, Acton, Massachusetts

Outdoor camp

NARA Summer Camp is an outdoor camp. Families should send campers prepared for active play, changing weather, swimming, grass, dirt, sunscreen, and art supplies.

At a Glance

Parent Orientation

June 25, 2026, 4:30 PM - 6:00 PM at NARA Park.

Inside This Handbook

Getting started • Welcome and camp philosophy • Contact information • Registration and payment • Before Care and After Care	Daily logistics • Drop-off and pickup • Lunches, snacks, and swim • Field trips and schedules • CampDocs and paperwork	Health and safety • Illness and medication • Toileting expectations • Discipline and safety policies • Weather and emergency plans
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Welcome Families

Welcome to the 2026 NARA Summer Camp. We are excited to spend the summer with your child at one of Acton's most beautiful outdoor spaces. NARA Summer Camp is an active, outdoor day camp for children entering Kindergarten through Grade 6. Campers will spend their days moving, playing, exploring, swimming, building, creating, and spending time with friends. Our goal is for each camper to come home tired in the best way: from fresh air, games, projects, laughter, and a full day of summer camp. This handbook explains the practical details families need before camp begins: what to bring, where to go, how pickup works, how we handle health and safety, and what families can expect from the camp day. Please read it carefully and keep it for reference throughout the summer. We look forward to a safe, active, happy summer with your family!

About Athena Coding

NARA Summer Camp is operated by Athena Coding, LLC in coordination with the Town of Acton Parks and Recreation Department. Athena Coding is an educational enrichment company that runs creative, hands-on programs for children. Our programs combine structure with imagination. We believe children learn and grow best when they are actively doing things: building, experimenting, solving problems, playing games, making art, working with teammates, and trying new challenges in a supportive environment. At NARA Camp, Athena's role is to coordinate the daily camp program, hire and supervise camp staff, plan activities, communicate with families about camp operations, and help create a safe and engaging summer experience. The Town of Acton manages registration and payment through its recreation registration system and works with Athena Coding on camp operations, facilities, and licensing requirements.

Our Mission and Camp Philosophy

Our mission at NARA Summer Camp is to give children a summer that feels active, social, creative, and fun, while keeping the camp day safe, organized, and well supervised.

We want campers to:

- Make friends and feel part of a group
- Spend meaningful time outdoors
- Move their bodies through sports, games, swimming, and field activities
- Build confidence by trying new activities
- Use their imagination through crafts, STEM, nature, and themed projects
- Practice teamwork, independence, patience, and good sportsmanship
- Enjoy the kind of summer memories children should have: games on the field, wet towels after swim, messy art projects, field trips, camp shirts, group cheers, and time outside with friends

Camp is not school, and it should not feel like school. We still care about learning, but our summer learning is hands-on, social, playful, and practical. A good camp day has structure, but it also has energy, movement, silliness, creativity, and room for kids to feel like kids.

What Campers Will Do

Each week includes a mix of activities designed for different ages and interests. A typical week

may include:



Hands-on science and creative projects



Camp crafts and keepsakes

- Sports and field games
- Arts and crafts
- STEM and building challenges
- Nature activities
- Team challenges
- Swimming or water play
- Theme-based activities
- Special events
- Field trips
- Group games
- Time with the camper's grade-level group

Activities are adjusted by age group. A Kindergarten group and a 6th grade group should not have the exact same camp day. Younger campers need more help with transitions, simpler rules, more repetition, and more time for basic play. Older campers need more challenge, more choice, more competition, and more responsibility. Our goal is to give each group a camp experience that fits their age, energy level, and ability.

Outdoor Camp Experience

NARA Summer Camp is an outdoor camp. Outdoor play is one of the best parts of the program. Campers should expect to spend most of the day outside. They should come dressed for active play, changing weather, grass, dirt, water, sunscreen, and art supplies. Some days will be hot. Some days will be damp. Some days will be messy. That is part of camp. Because NARA Park has limited indoor space available for camp use, families should prepare campers for outdoor conditions each day. Covered pavilions, tents, shaded areas, and available park structures may be used when appropriate, but camp should be understood as an outdoor program. Rainy days may still include camp. Staff will adjust the schedule with lower-impact games, crafts, group activities, and weather-appropriate programming. During hot weather, staff will increase water breaks, use shade when available, reduce high-intensity activities, and adjust the schedule to help keep campers safe.

A Typical Camp Day

Each day may look a little different based on weather, swim schedules, field trips, theme

activities, and group needs. A typical day may include:

- Arrival and morning check-in
- Morning meeting with the camper's group

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- Sports, field games, or team challenges
- Arts and crafts
- STEM, nature, or theme activities
- Snack and water breaks
- Swimming or water play
- Lunch
- Afternoon games and activities
- Pack-up
- Pickup

Jr. Camp swim is scheduled for 1:00 PM - 1:45 PM, weather and waterfront conditions permitting. Sr. Camp swim is scheduled for 2:00 PM - 2:45 PM, weather and waterfront conditions permitting. The final daily schedule may be adjusted by camp leadership based on weather, staffing, field trips, heat, water conditions, special events, or safety needs.

Staff and Supervision

Our staff are selected for their ability to work safely, positively, and actively with children. Camp staff complete required background checks and pre-season training. Staff are trained on supervision, camp rules, emergency procedures, mandated reporting, health and safety procedures, field trip expectations, waterfront supervision, and age-appropriate child guidance. NARA Summer Camp maintains required camper-to-staff ratios under Massachusetts camp regulations and adjusts supervision based on age group, activity, field trip needs, swim needs, and safety considerations. We want counselors to be more than adults standing nearby. Good camp staff are active, attentive, encouraging, and engaged. They help children join games, solve small problems, transition between activities, try something new, and stay safe while still having fun.

Communication With Families

Good communication helps camp run smoothly. Every Friday before a new session, the Athena Coding team will send an email to registered families with details for the upcoming week. This may include reminders about field trips, dress-up days, swim, weather, what to bring, and any special notes for the week. Families who register late may not receive the weekly email immediately. For non-urgent questions, email is preferred. Camp Email: narasummercamp@athenacoding.com Camp Phone: TBD For urgent same-day issues during camp hours, parents may call or text the camp phone once it has been provided. Parents may also email narasummercamp@athenacoding.com. For after-hours emergencies after 6:00 PM, parents may call Athena Coding's operations phone line at 781-630-7484. Email is still preferred for non-urgent matters. Parents should not call to speak with their child or their child's counselor unless there is an emergency. If a camper is experiencing a problem, camp staff will contact the parent/guardian.

Program Operator and Town Relationship

NARA Summer Camp is operated by Athena Coding, LLC in coordination with the Town of Acton Parks and Recreation Department. The Town of Acton manages registration and payment through its recreation registration system. Athena Coding, LLC coordinates camp staffing, programming, daily operations, and supervision in cooperation with Town staff and applicable licensing authorities. For camp operations questions, families should contact Athena Coding. For registration, payment, and refund questions, families should contact the Town of Acton Parks and Recreation Department. Town of Acton Parks and Recreation Department recreation@actonma.gov 978-929-6640 x0

Required Licensing Statement

Required statement

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

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health. NARA Summer Camp is operated as a recreational camp for children under 105 CMR 430.000, Minimum Standards for Recreational Camps for Children. Parents/guardians may request copies of the camp's background-check policy, health care policy, discipline policy, and grievance procedures by contacting the Camp Director or Athena Coding, LLC.

Camp Leadership and Contact Information

Camp Director Kiley Richardson	Assistant Camp Director TBD
Health Care Supervisors Wyatt Neville and Sarah Foley	Camp Email narasummercamp@athenacoding.com
Camp Phone TBD	Town Recreation Office recreation@actonma.gov 978-929-6640 x0

Who to contact

For camp operations questions, parents should contact Athena Coding. For non-urgent questions, email is preferred. For urgent same-day issues during camp hours, parents may call or text the camp phone once it has been provided. For after-hours emergencies between 5:00 PM and 8:00 PM, parents may contact Athena Coding's operations phone line at 781-630-7484. For registration, payment, and refund questions, parents should contact the Town of Acton Parks and Recreation Department.

Absence Reporting

If a camper will be absent, the parent/guardian should notify camp as soon as possible by emailing narasummercamp@athenacoding.com. If a camper who is expected at camp does not arrive, staff may contact the parent/guardian or emergency contacts to confirm the camper's whereabouts.

Parent Grievance Procedure

Parents/guardians are encouraged to raise questions, concerns, or grievances promptly so they can be addressed.

Routine concerns should first be brought to the Camp Director.

If the concern is not resolved, parents/guardians may contact:

Chloe Faye Managing Director, Athena Coding chloe@athenacoding.com	David Howie Owner, Athena Coding david@athenacoding.com
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Concerns involving registration, payment, Town facilities, or licensing may also be referred to the Town of Acton Parks and Recreation Department or the local Board of Health, as appropriate.

Urgent safety, health, supervision, or child-protection concerns should be reported immediately to camp leadership.

Camp leadership will review parent concerns, gather relevant information, take appropriate corrective action when needed, and follow up with the parent/guardian when appropriate.

Registration and Payment Information

Registration for the 2026 NARA Summer Camp is open from March 6, 2026 through June 15, 2026, subject to available space.

Acton residents \$375 per week	Non-residents \$400 per week	Sibling discount 10% off the second sibling
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Full Summer Discount: Families enrolling for the full summer receive a 10% discount. Credit Card Transaction Fee: A 2.9% transaction fee applies to credit card charges.

Paying by check

Town of Acton
Parks and Recreation Department
472 Main Street
Acton, MA 01720
Attn: NARA Summer Camp

All checks must be made payable to Town of Acton.

Enrollment is not complete until payment has been received.

For questions about financial assistance for Acton residents, families may contact the Community Services Office at 978-929-6651 or LDucharme@acton-ma.gov. Acton and Boxborough residents may also contact the Doli Atamian Campership Program for scholarship opportunities. Scholarship spots are limited and considered on a first-come, first-served basis.

Refunds, Transfers, and Missed Days

All withdrawals from camp and refund requests must be submitted to Acton Parks and Recreation in writing. Refunds are available only under the Acton Parks and Recreation refund policy below. Families should not expect retroactive refunds, prorated refunds, credits, or refunds after a camp week/session has started.

Unless otherwise updated by Acton Parks and Recreation, the following refund policy applies:

- Families may withdraw a camper up to seven business days prior to the start of a session.
- No cancellations are permitted after that date.
- A \$50 non-refundable registration fee applies per child, per session.
- Written medical exception: a written letter from a licensed physician excusing the participant from the program prior to the first day of the session may qualify for an exception to the withdrawal deadline. The non-refundable registration fee still applies.
- Refunds will not be issued due to weather conditions or water closures.
- Refunds will not be issued for missed days.
- Refunds will not be issued for illness-related absences.
- Refund requests are not accepted by seasonal camp staff.
- No cancellations or refunds are allowed for the All-Season Discount.
- No retroactive refunds, prorated refunds, or credits will be issued after a camp week/session has started, except where expressly required by Acton Parks and Recreation policy or applicable law.

Transfer requests to switch weeks must be made in writing to the Recreation Office and may be subject to a processing fee. Transfers are subject to available space. The Acton Parks and Recreation withdrawal policy is the only regular refund process. Refunds are not available retroactively. Once a camp week/session has started, families may not withdraw, pull a camper from camp, or request a refund or credit for that week/session. No prorated refunds or credits will be issued for missed days, illness-related absences, schedule conflicts, dissatisfaction with the program, weather, water closures, field trip changes, behavior or safety dismissal, toileting-related removal, incomplete paperwork, repeated prohibited items, or other removal from camp. Athena Coding and Acton Parks and Recreation reserve the right to remove a camper from camp due to behavioral, safety, health, supervision, toileting, incomplete paperwork, repeated prohibited items, or other serious concerns. In these cases, refunds will not be issued.

Camp Before and After Care

Before Care and After Care are available to NARA Camp participants. Before Care and After Care drop-off and pickup will be located at the Blue Buildings in the upper parking lot, unless otherwise updated before camp begins.

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Before Care Time: 7:30 AM - 8:30 AM Daily Rate: \$15 Full Week Rate: \$100	After Care Time: 4:00 PM - 6:00 PM Daily Rate: \$30 Full Week Rate: \$120
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Please do not drop your child off before 7:30 AM. Camp is not staffed to supervise campers before the start of Before Care.

Daily Before Care and After Care registration may be available under special circumstances if space and staffing allow. Families must contact camp leadership in advance.

There is no After Care offered on the final day of camp.

If a camper is not picked up by 4:00 PM and is not registered for After Care, the late pickup policy applies immediately. Regular camp does not include care after 4:00 PM.

2026 Weekly Themes, Dress-Up Days, and Field Trips

Field trips are scheduled for Thursdays unless otherwise noted. Field trips are subject to change. Dress-up days are scheduled for Fridays unless otherwise noted.

Week	Dates	Theme	Dress-Up Day	Field Trip
1	June 29 - July 3	Welcome Week	Camp Colors Day	Kimball Farm
2	July 6 - July 10	Sports and Games Week	Favorite Sports Jersey / Jersey Day	Launch Leominster
3	July 13 - July 17	STEM Builders Week	Crazy Hat Day	Stone Zoo
4	July 20 - July 24	Splash Week	Beach Day	Discovery Museum
5	July 27 - July 31	Art Week	Tie-Dye or Bright Colors Day	K-2: We Rock the Spectrum; Grades 3-6: Canobie Lake Park
6	August 3 - August 7	Athena Olympian Week	Gold, Silver, Bronze Day	Urban Air
7	August 10 - August 14	Nature Week	Safari Day	K-2: Memorial Library and Goward Playground; Grades 3-6: Boundless Adventures
8	August 17 - August 21	Music and Movement Week	Rockstar Day	New England Aquarium
9	August 24 - August 28	Carnival Week	Carnival Colors / Camp T-Shirt	NARA Camp Carnival



Field trip fun

Field trips and dress-up days may be adjusted due to weather, transportation, site availability, safety, staffing, vendor issues, or other operational needs.

Camper Groups

Campers are grouped by the grade they are entering in the fall.

Jr. Camp

- Fireflies: Entering Kindergarten, Yellow
- Scouts: Entering 1st Grade, Red
- Adventurers: Entering 2nd Grade, Light Blue

Sr. Camp

- Trailblazers: Entering 3rd Grade, Orange
- Rangers: Entering 4th Grade, Forest Green
- Explorers: Entering 5th Grade, Blue
- Wayfinders: Entering 6th Grade, Purple

Staff and Supervision

NARA Summer Camp is staffed by trained camp staff who are selected for their ability to work safely and positively with children. Staff complete required background checks and pre-season camp training. Staff are trained on camp rules, supervision expectations, emergency procedures, mandated reporting, health and safety procedures, field trip procedures, waterfront supervision expectations, and child guidance procedures. NARA Summer Camp maintains applicable camper-to-staff ratios under Massachusetts camp regulations and adjusts supervision based on age group, activity, field trip needs, swim needs, and safety considerations.

Required Camper Paperwork Through CampDocs

Action Parks and Recreation uses CampDocs for required camper paperwork. Families who have not previously completed CampDocs for Action Parks and Recreation will receive an email from CampDocs after registration. Families should be prepared to upload an updated physical form and required health information.

Required forms and information may include, but are not limited to:

- Camper registration information

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- Emergency contact information
- Authorized pickup information
- Current physical examination form
- Immunization record
- Allergy information
- Medication authorization forms, if applicable
- Health conditions, behavioral needs, developmental needs, toileting needs, special needs, or other information needed to safely support the camper
- Inclusion information, if applicable

Families must keep all emergency contact, medical, and pickup authorization information accurate and up to date. Campers may not attend camp until all required CampDocs items are complete. Physical and immunization forms must be submitted through CampDocs unless Acton Parks and Recreation specifically approves another process. Paper copies should not be brought to seasonal camp staff as a substitute for completing CampDocs. Physicals must be dated within 18 months. Families should complete all CampDocs requirements before the camper's first day. A camper who arrives with incomplete required paperwork may not be admitted to camp that day.

Daily Schedule

Activities may vary based on camper age, weekly theme, staffing, weather, field trips, waterfront conditions, and operational needs.

A typical camp day may include:

- Arrival and morning check-in
- Morning meeting
- Group activities
- Sports and games
- Arts and crafts
- Nature or STEM activities
- Snack and water breaks
- Swimming or water play
- Lunch
- Field activities
- Pack-up
- Pickup

Jr. Camp swim is scheduled for 1:00 PM - 1:45 PM, weather and waterfront conditions permitting. Sr. Camp swim is scheduled for 2:00 PM - 2:45 PM, weather and waterfront conditions permitting. The final daily schedule may be adjusted by camp leadership based on weather, staffing, field trips, heat, water conditions, special events, or safety needs.

Drop-Off and Pickup Procedures

Regular camp drop-off and pickup will occur at the NARA Summer Camp drop-off/pickup area by the Blue Buildings in the upper parking lot. Families should follow the designated camp traffic pattern and staff directions at all times. Unless directed otherwise by staff, parents/guardians should remain in their vehicles during regular rolling drop-off and pickup. Regular pickup begins at 3:30 PM and ends promptly at 4:00 PM. This gives families a 30-minute pickup window. All regular campers must be picked up before the end of camp at 4:00 PM.

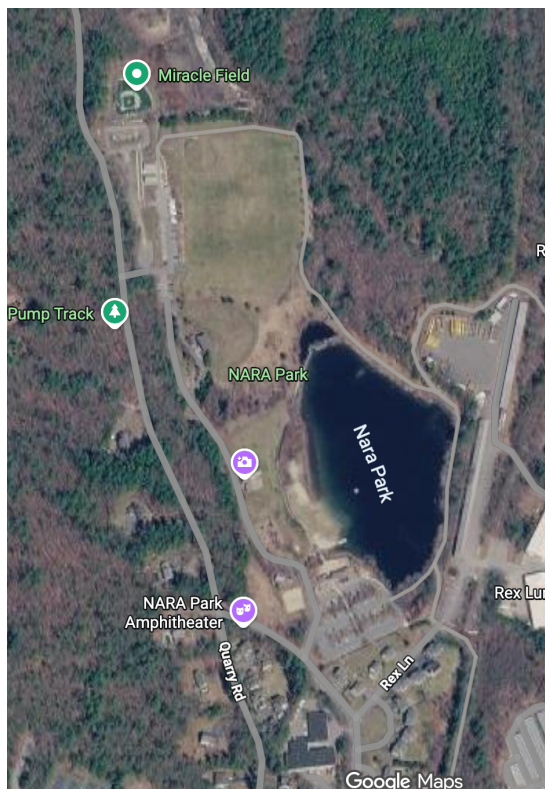
Drop-Off

Regular camp begins at 8:30 AM. Staff will check campers in and direct them to their assigned group. On each camper's first day of attendance, families must wait until staff verify the camper's registration, CampDocs completion, group assignment, and authorized pickup information. Families may not drop off and leave until staff confirms the camper is fully checked in. If there is a registration, CampDocs, health, or group-assignment issue, families may be directed to a designated problem-resolution area. The camper may not attend until the issue is resolved.

Pickup

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Regular pickup takes place from 3:30 PM to 4:00 PM. Pickup ends promptly at 4:00 PM. Camp does not provide a regular grace period after 4:00 PM and does not extend regular pickup beyond the end of the camp day. Families should plan to arrive during the pickup window, not at the end of it. Families should not plan for a 4:00 PM arrival, because pickup must be completed by 4:00 PM. Photo identification is required at pickup. Campers will be released only to a parent/guardian or authorized pickup person listed in the camper's registration or CampDocs records. Parents/guardians are responsible for ensuring that authorized pickup information is current and accurate. Parents/guardians should have photo identification ready and should follow staff directions in the pickup line.



NARA Park map



Upper parking lot and Blue Buildings area

Camper Release and Authorized Pickup Policy

Campers will be released only to a parent/guardian or other adult authorized in writing by the parent/guardian. If an individual who is not listed as an authorized pickup person attempts to pick up a camper, the camper will not be released. Pickup authorization changes must be made in writing. Camp staff may require written confirmation and photo identification before releasing a camper to a newly authorized pickup person. If staff cannot verify authorization, the camper will remain under staff supervision until an authorized parent/guardian or approved pickup person arrives. If a parent/guardian or pickup person appears impaired or unable to safely transport a camper, staff will contact another authorized adult listed in the camper's records. If a safe release plan cannot be established, camp leadership may contact Acton Police, child protective authorities, or emergency services as appropriate.

Early Pickup

Families should avoid early pickups whenever possible because they are operationally intensive and can disrupt camp activities, swimming, field trips, transitions, and supervision. If a camper must be picked up early, the preferred early pickup window is 2:30 PM - 2:45 PM. Parents/guardians should email narasummerncamp@athenacoding.com in advance if they need to pick up during this window. Outside the 2:30 PM - 2:45 PM early pickup window, camp generally cannot accommodate early pickup requests. If camp is able to accommodate an early pickup outside that window, the parent/guardian should expect to wait until

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staff are available to safely locate the camper, transition the camper away from the group, and bring the camper to the pickup area. Early pickup may not be available during field trip departure, field trip return, bus loading, bus unloading, swimming, swim transitions, emergency procedures, or other high-supervision activity periods. Campers will not be released to anyone who is not listed as an authorized pickup person. Photo identification is required for early pickup.

Late Arrival

Families should make every effort to arrive on time by 8:30 AM. Late arrival is disruptive to group supervision and programming. If a camper will arrive late, the parent/guardian must call or email camp in advance and follow staff directions upon arrival. On field trip days, buses will not wait for late campers. If a camper arrives after buses are loading or have departed, the camper may not attend camp that day because there may be no staff or group remaining onsite to supervise the camper.

Late Pickup Policy

Regular pickup ends promptly at 4:00 PM. All campers not registered for After Care must be picked up by 4:00 PM. Camp does not provide a regular grace period after the end of camp. Beginning after 4:00 PM, a late pickup fee of \$5.00 per child for each five-minute period will apply. After Care ends promptly at 6:00 PM. The same late pickup policy applies after After Care. Camp does not provide a regular grace period after After Care. Beginning after 6:00 PM, a fee of \$5.00 per child for each five-minute period will apply. If a camper is not picked up on time, staff will contact the parent/guardian and emergency contacts listed in the camper's records. A camp staff person will remain with the camper until the camper is safely released to an authorized adult. Under no circumstances will a camp staff member transport a camper home in a personal vehicle. Repeated or excessive late pickups may result in restriction or removal from camp or After Care without refund. In an emergency situation, including severe weather, natural disaster, or other required early pickup, camp leadership will notify parents/guardians of pickup expectations and any modified pickup timeline. In that kind of emergency pickup situation, the late pickup policy begins 45 minutes after the parent/guardian has been notified to pick up the camper. Late fees may be waived only at camp leadership's discretion for documented emergency circumstances.

Field Trip Policy

Field trips are scheduled on Thursdays unless otherwise noted. Field trips are included in the weekly registration fee and are subject to change. If a camper attends camp on a field trip day, the camper is expected to participate in the field trip. Campers may not remain at camp as an alternative to the scheduled field trip unless camp leadership announces a different arrangement. Families should make sure campers arrive by 8:30 AM on field trip days. Buses will not wait for late campers. If a camper arrives after buses are loading or have departed, the camper may not attend camp that day. Bus transportation will be provided for field trips through the Town of Acton, approved transportation providers, or other approved arrangements. Campers should wear their camp T-shirt on field trip days for group identification. Each camper will receive a camp T-shirt. Replacement shirt availability and cost will be announced if needed. Staff will take attendance and conduct headcounts before departure, during the trip, before returning, and upon return to camp. Families should send all required items for field trip days, including lunch, snacks, water bottle, sunscreen, weather-appropriate clothing, and any other items requested by camp leadership. Spending money may be permitted on some field trips if announced by camp leadership. Camp is not responsible for lost spending money or items purchased by campers. Cell phones, electronics, toys, trading cards, and valuables should not be brought on field trips. If trip-specific waivers or forms are required, families must complete them before the field trip.

Swimming and Water Activities



Swimming and waterfront time at NARA

Campers should bring swimwear and a towel every day unless camp leadership states otherwise. Jr. Camp swim is scheduled for 1:00 PM - 1:45 PM. Sr. Camp swim is scheduled for 2:00 PM - 2:45 PM. Swimming is daily, weather and waterfront conditions permitting. Campers may participate in swimming or water play at NARA Camp. Waterfront activities may be modified or canceled due to weather, thunder, lightning, water quality, staffing, safety, lifeguard direction, or other operational conditions. All campers are swim-tested by lifeguards or aquatics staff. Lifeguards and aquatics staff determine whether a camper may swim in deep water or must remain in shallow water. Campers who do not pass the swim test must remain in designated shallow-water areas and may be required to wear an approved personal flotation device. Under Christian's Law, campers may be required to use a properly fitted, serviceable, U.S. Coast Guard-approved Type III personal flotation device if they do not meet swim-test requirements. Families may be required to provide the approved personal flotation device if needed. Campers must follow all waterfront rules, lifeguard instructions, and staff directions. Families with concerns about swimming should contact camp leadership in advance. Camp cannot guarantee a non-swim alternative unless approved by camp leadership in advance and staffing allows.

Lunches, Snacks, and Water Bottles

Pack lunch, snacks, and water daily

Lunches are not refrigerated, and camp staff will not heat or microwave meals. Please pack food that can be safely stored during the camp day.

Campers must bring a non-perishable lunch, snacks, and a filled water bottle every day. Please do not send food or drinks in glass containers. Lunches are not refrigerated, and camp staff will not heat or microwave meals. Families should pack food that can be safely stored during the camp day. Families may use ice packs or frozen drinks to help keep food cool. Campers should bring enough food for lunch and snack periods. Camp has two snack periods daily. Please send extra food for snack times. Families should clearly label lunches, containers, water bottles, and all camper belongings with the camper's first and last name.

Forgotten Lunch Policy

Families are responsible for sending lunch and snacks every day. If a camper arrives without lunch, camp staff will contact the parent/guardian and require the parent/guardian to bring lunch to camp. If a parent/guardian cannot bring lunch promptly and camp has emergency food available, camp may provide a basic emergency lunch and charge the family \$8.00. Emergency food is limited and may

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not be available every day. Emergency food may not accommodate allergies, dietary restrictions, religious dietary needs, or food preferences. The emergency lunch option is for rare emergency situations only and is not a substitute for sending lunch each day.

Snack Shack

An outside vendor may operate a snack shack at NARA Park. Snack shack availability, menu, prices, hours, and payment method are to be determined and may change. Families should still send snacks every day. Snack shack availability is not guaranteed and is not a replacement for packed snacks. Camp is not responsible for managing individual camper snack budgets unless a specific procedure is announced by camp leadership.

Nut-Free Camp and Allergies

NARA Summer Camp is a nut-free camp. Families should not send campers with food containing peanuts, tree nuts, nut butters, nut flours, or products made with any type of nuts. If a camper brings nut products to camp, the item may be removed and discarded. Camp may not be able to provide replacement food. Parents/guardians must notify camp in advance of any allergies, medical conditions, dietary restrictions, or other needs that may affect the camper's participation. Camp staff will make reasonable efforts to accommodate allergies and special diets while maintaining a safe group environment. Emergency allergy medications must be provided and documented according to the camp medication policy.

Special Diets

Camp staff must be made aware of any camper who requires a special diet due to medical, religious, or other significant reasons. Families remain responsible for providing appropriate food that meets the camper's dietary needs.

Potty Training and Bathroom Independence Policy

Bathroom independence required

All campers must be fully toilet trained and bathroom independent before attending NARA Summer Camp.

All campers must be fully toilet trained and bathroom independent before attending NARA Summer Camp. Campers must be able to recognize when they need to use the bathroom, use the bathroom independently, manage their clothing independently, and clean themselves independently. Camp staff are not trained or permitted to provide potty training, diapering, wiping, changing, or ongoing toileting assistance. Bathroom accidents will be handled discreetly. Staff will not punish a camper for soiling, wetting, or not using the toilet. However, NARA Summer Camp does not have facilities or staffing designed to support campers who are not fully toilet trained or bathroom independent. Any bathroom accident may require parent/guardian pickup. Two toileting accidents in a session/week, or any pattern showing that a camper is not bathroom independent, may result in removal from camp without refund. A severe bathroom accident, inability to use the bathroom independently, or any accident requiring staff assistance beyond ordinary supervision may result in immediate pickup and may result in removal from camp without refund. Younger campers must bring a complete change of clothes each day. Soiled clothing will be placed in a sealed plastic bag and sent home. Staff will not rinse or wash soiled clothing. In a severe biohazard situation, camp leadership may discard soiled items.

Bathroom and Changing Expectations

Campers are expected to use bathrooms and changing areas safely, respectfully, and independently. Campers are expected to change independently for swimming and water activities. Families may choose to send younger campers wearing swimwear under their clothing if that helps the camper change independently. Staff supervise bathroom and changing transitions according to camp safety procedures, but staff do not provide routine changing, wiping, or toileting assistance. Campers should tell staff immediately if they need help because of illness, injury, safety concerns, or an emergency.

Camp Attire and Personal Belongings

Campers should dress for active outdoor play. Clothing may get dirty, wet, or stained by outdoor activities or art materials.

Recommended daily items include:

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- Backpack labeled with camper's name
- Filled water bottle
- Lunch and snacks
- Sunscreen labeled with camper's name
- Bug spray labeled with camper's name
- Hat or sun-protective clothing
- Sneakers or closed-toe athletic shoes
- Swimwear and towel
- Plastic bag for wet clothes
- Rain gear on wet days
- Extra change of clothes for younger campers

Sneakers or closed-toe athletic shoes are required for regular camp activities. Sandals and flip-flops are not appropriate for active camp. Crocs are not recommended for regular camp activities and may limit participation in running, sports, field games, or other active programming. Please do not send valuable items or unnecessary personal belongings to camp. Camp is not responsible for lost, stolen, or damaged personal items.

Campers should not bring:

- Cell phones
- Electronic games
- Tablets
- Personal electronic devices
- Trading cards
- Toys unrelated to camp activities
- Real or fake weapons
- Valuables
- Any item that creates a safety, distraction, or supervision concern

Smartwatches may be worn only if used as watches. Campers may not use smartwatches to call, text, take photos, record, play games, or otherwise distract from camp. If a smartwatch becomes a distraction or safety concern, staff may require the camper to put it away. If a camper brings a prohibited item, staff may direct the camper to put it away in the camper's backpack. For serious safety concerns, camp leadership may hold the item until pickup. Repeatedly bringing prohibited items, or refusing to put prohibited items away, may result in removal from camp without refund. Families are responsible for making sure campers do not repeatedly bring items that the handbook says should not be brought to camp.

Lost and Found

Lost and Found will be located at the camp office. Families should label all belongings with the camper's first and last name. Camp will make reasonable efforts to return labeled items, but camp is not responsible for lost, stolen, or damaged items. Please check your child's backpack and belongings at pickup each day. Unclaimed Lost and Found items will be donated or discarded at the end of the summer.

Sunscreen, Bug Spray, Ticks, and Outdoor Safety

Families are encouraged to send labeled sunscreen and bug spray each day. Parents/guardians must provide permission for sunscreen use and staff assistance through the registration or CampDocs process. Camp may stock sunscreen and bug spray for limited backup use, but families should still send their own labeled sunscreen and bug spray. Campers and staff are encouraged to reduce sun exposure through sunscreen, hats, shade, water breaks, and appropriate clothing. Because camp is outdoors, families should check campers for ticks after camp, especially after wooded, grassy, or nature activities. Campers should not touch wild animals, stray animals, bats, dead animals, or unfamiliar pets. Campers should report any animal bite, scratch, contact, or potential exposure to staff immediately.

Illness Policy and Care of Mildly Ill Campers

Campers must be healthy enough to participate in the camp day. For the safety and comfort of all campers and staff, families should keep campers home when they are ill or may be contagious.

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Parents/guardians should keep a camper home if the camper has:

- Fever of 100.0 degrees Fahrenheit or higher
- Vomiting or diarrhea
- Influenza-like symptoms
- COVID-19 symptoms or other communicable illness symptoms
- Conjunctivitis or suspected contagious eye infection
- Chronic cough
- Colored nasal discharge
- Open rash or concerning skin condition
- Lice
- Signs of significant fatigue, discomfort, or inability to participate safely
- Any condition that may require more care than camp staff can safely provide in a group setting

If a camper has a fever, vomiting, or diarrhea, the camper should remain home until symptoms have resolved for at least 24 hours without the use of fever-reducing medication, unless a medical provider gives different written guidance. If a camper becomes mildly ill during camp, staff will separate the camper from active group activities in a supervised area, notify the Health Care Supervisor or camp leadership, monitor the camper, and contact the parent/guardian for pickup when appropriate. If symptoms worsen or urgent medical care is needed, staff will follow emergency health care procedures. Camp may require medical clearance before a camper returns after certain illnesses, injuries, communicable conditions, or health concerns.

Medication Policy

Emergency medications only

NARA Summer Camp generally does not administer routine prescription or over-the-counter medications. Families with other medication needs must contact camp leadership before the camper attends.

NARA Summer Camp generally does not administer routine prescription or over-the-counter medications. Camp may accept emergency allergy and asthma medications, such as epinephrine auto-injectors and rescue inhalers, with required documentation through CampDocs and approval by camp leadership. Families with other medication needs must contact camp leadership before the camper attends. Camp may not be able to accommodate medication needs beyond emergency allergy and asthma medications. Camp does not stock Benadryl, Tylenol, Advil, or other prescription or over-the-counter medications.

Emergency allergy and asthma medications must be:

- Provided in the original container or packaging;
- Labeled with the camper's full name;
- Labeled with medication name, dosage, and instructions;
- Documented through required CampDocs medication forms;
- Delivered directly to the Camp Director, Health Care Supervisor, or designated staff person;
- Stored securely according to the medication label and camp health procedures.

Campers may not keep medications in backpacks, lunch bags, or personal belongings unless specifically authorized in writing under the camp health care policy and applicable medical documentation. Self-carry epinephrine auto-injectors or rescue inhalers may be allowed only with written authorization and approval through CampDocs and camp leadership. Campers with epinephrine auto-injectors should bring two. Any staff member administering emergency allergy or asthma medication will be trained according to camp procedures and applicable training requirements. Parents/guardians must notify camp of any medication changes, dosage changes, discontinued medications, allergies, or relevant medical updates.

Emergency Health Care Provision

Camp staff take precautions to reduce the risk of injury and illness. If a minor injury occurs, first aid may be provided by trained staff or the Health Care Supervisor, and the incident will be documented in the camp log.

In the event of a medical emergency or serious injury:

1. Staff will provide immediate care within the scope of their training.
2. 911 will be called when emergency medical assistance is needed.

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3. The Camp Director, Health Care Supervisor, or designated staff person will be notified.

4. The parent/guardian will be contacted.

5. If the parent/guardian cannot be reached, emergency contacts will be contacted.

6. A staff person may accompany the camper if transported by emergency services and remain until the parent/guardian or emergency contact arrives, as appropriate.

7. The incident will be documented in writing.

Parents/guardians must keep emergency contact information accurate and up to date so camp staff can reach them quickly in the event of illness, injury, or emergency.

Parent Rights to Review Camp Policies

Parents/guardians may request copies of the following camp policies and procedures:

- Background-check policy
- Health care policy
- Discipline policy
- Grievance procedures

Requests may be made to the Camp Director or Athena Coding, LLC.

Discipline and Behavior Policy Summary

Camp discipline and guidance are based on the camper's individual needs, age, developmental level, and the safety of the group. Staff use positive, age-appropriate strategies to help campers participate safely and respectfully.

Acceptable behavior-management measures may include:

- Verbal reminders
- Redirection
- Review of camp rules
- Temporary removal from an activity under adult supervision
- Parent/guardian communication
- Behavior plan or support plan
- Suspension or dismissal from camp when necessary for safety or repeated serious behavior concerns

Camp staff may not use:

- Corporal punishment
- Cruel or severe punishment
- Humiliation
- Verbal abuse
- Denial of food, water, shelter, bathroom access, medical attention, or necessary rest as punishment
- Punishment for toileting accidents
- Isolation without proper supervision

Persistent disruptive, aggressive, unsafe, or abusive behavior may result in suspension or dismissal from camp after review by camp leadership and communication with the parent/guardian. Serious safety concerns may result in immediate pickup, suspension, or dismissal.

Examples of serious safety concerns include:

- Physical aggression
- Elopement, running away, or leaving the assigned group
- Threats
- Weapons or fake weapons
- Sexual behavior or sexual contact
- Harassment or intimidation
- Theft
- Property destruction
- Unsafe behavior on buses or field trips

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- Unsafe waterfront behavior
- Refusal to follow essential safety directions
- Repeated inability to participate safely in a group recreation setting

Dismissal for behavior or safety reasons is not refundable.

Camp Rules and Safety Expectations

Campers are expected to:

1. Stay with their assigned group.
2. Listen to staff directions.
3. Respect other campers, staff, and park visitors.
4. Use appropriate language.
5. Keep hands, feet, and objects to themselves.
6. Follow boundaries for each activity area.
7. Follow waterfront and field trip rules.
8. Participate safely and respectfully.
9. Take care of camp materials and personal belongings.
10. Tell staff immediately if they are hurt, sick, upset, lost, or concerned about another camper.

Staff will teach and review camp rules throughout the session.

Group Recreation Program and Support Needs

NARA Summer Camp is a group recreation program. Camp staff provide active supervision, structure, and support, but camp is not designed to provide one-to-one support unless specifically approved in advance through a formal support plan. Families must disclose behavioral, developmental, medical, toileting, elopement, aggression, sensory, or other supervision needs before camp begins through CampDocs and direct communication with camp leadership when appropriate. An inclusion form may be completed through CampDocs. If a camper cannot participate safely within the camp's staffing and supervision structure, camp may require a support plan, shortened day, suspension, or dismissal. Failure to disclose major support needs may affect continued enrollment. Outside aides are not automatically permitted. Any outside aide must be approved in advance by camp leadership and may be required to complete background checks, training, documentation, or other requirements before working with a camper at camp.

Protocol for Unrecognized Persons at Camp

NARA Park is a public park, and members of the public may be present in public areas. However, only campers, authorized staff, approved volunteers, approved vendors or contractors, and authorized parents/guardians may enter or interact with designated camp group areas during camp operations. Staff will monitor camp areas for unrecognized persons who approach campers, enter camp group spaces, attempt to remove a camper, photograph or speak with campers in a concerning manner, or otherwise create a safety concern. If staff observe an unrecognized person creating a concern, staff will immediately notify the Camp Director or senior staff. The Camp Director or designee will approach from a safe distance, identify the person's purpose, and redirect the person away from camp areas if appropriate. If the person refuses to comply, attempts to access campers, attempts to remove a camper, or presents a safety concern, staff will contact Acton Police or 911 as appropriate. Campers will remain under staff supervision while the issue is addressed.

Mandated Reporting and Abuse/Neglect Concerns

Camp staff are mandated reporters. Staff are required to report suspected child abuse or neglect according to applicable law and camp procedures. Any urgent safety, health, supervision, abuse, neglect, or child-protection concern should be reported immediately to camp leadership. If an allegation or serious concern involves a staff member, camp leadership will follow required reporting and investigation procedures. The staff member may be removed from camper contact while the concern is reviewed.

Children at Risk During Pickup

Parents/guardians or pickup persons who arrive at camp in an incapacitated condition, including impairment from alcohol, drugs, illness, or another condition, may present a risk to the camper. Camp staff may contact another authorized adult listed in the camper's

records. If a safe release plan cannot be established, camp leadership may contact Acton Police, child protective authorities, or emergency services as appropriate.

Emergency Plans, Severe Weather, and Outdoor Camp Conditions

NARA Summer Camp is an outdoor camp. Outdoor play is central to the camp experience. Families should send campers dressed for the weather each day. NARA Park has limited indoor facilities available for camp use. Covered pavilions, tents, shaded areas, and available park structures may be used for shelter during rainy days or modified activities. Rainy days may be programmed with low-impact games, crafts, group activities, and other activities appropriate for the weather. Camp has site-specific emergency procedures for fire, evacuation, severe weather, sheltering, missing camper, waterfront emergencies, and other urgent situations. During an emergency, staff will supervise campers, take attendance, follow assigned emergency roles, and communicate with camp leadership. Parents/guardians will be contacted when appropriate and should follow instructions from camp leadership regarding pickup or reunification. Emergency drills will be conducted during the summer so staff and campers can practice safety procedures.

Severe Weather

In the event of thunder, lightning, severe storms, high winds, or unsafe weather, camp activities may be delayed, modified, moved to covered areas, or canceled. If onsite shelter is not adequate or weather conditions become unsafe, camp leadership may require early pickup.

Extreme Heat

During periods of extreme heat, staff will scale activities down, use shade when available, increase water breaks, reduce vigorous activity, and monitor campers for signs of heat-related illness. Campers will not remain in direct sunlight for extended periods during extreme heat. Staff will make reasonable efforts to rotate groups into shade, covered areas, lower-intensity activities, or water activities when safe and available.

Families can help campers cope with heat by sending:

- At least one filled water bottle
- Extra drinks if needed
- Sunscreen
- Hat or sun-protective clothing
- Light-colored clothing on hot days

Campers should tell staff immediately if they feel dizzy, weak, nauseous, unusually tired, overheated, or unwell.

Air Quality

Because NARA Summer Camp is an outdoor program, poor air quality may affect camp activities. During poor air quality, camp may reduce vigorous activity, limit outdoor exertion, use lower-intensity activities, increase rest and water breaks, or require early pickup if conditions are unsafe.

Waterfront Closures

Swimming or waterfront activities may be modified or canceled due to weather, thunder, lightning, water quality, staffing, lifeguard direction, safety, or other operational needs. Refunds will not be issued due to weather conditions, water closures, modified activities, canceled swim, field trip changes, or ordinary weather-related adjustments.

Communication

Every Friday before a new session, the Athena Coding team will send an email to registered families with details for the upcoming week. Families who register late may not receive the weekly email immediately. Camp may use email, phone, and text alerts for urgent updates, weather-related changes, field trip reminders, emergency pickup, or other important information. Parents should not call to speak with their child or their child's counselor unless there is an emergency. If a camper is experiencing a problem, camp staff will contact the parent/guardian.

Public Health Information and Required Handouts

The following public-health information may be provided to families as part of this handbook, as **attached handouts, or separately:**

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1. H1N1 / influenza information
2. Extreme Heat: A Prevention Guide
3. Meningococcal Disease and Camp Attendees
4. Tick prevention information
5. Rabies information
6. Preventing Rabies Exposure
7. Guidelines for Recreational Camps and Capturing a Bat: What You Need to Know and How to Do It
8. Epinephrine auto-injector guidance
9. Concussion awareness information
10. Immunization information
11. West Nile Virus and Eastern Equine Encephalitis information
12. Playground safety information
13. Mosquito and tick repellent information
14. Other public-health guidance required by state or local authorities

Current official handouts from the Massachusetts Department of Public Health, local health authorities, or other appropriate public-health agencies should be attached to this handbook when submitted or distributed.

Photo and Media Policy

Photo and media permissions are collected through registration, CampDocs, or other camp paperwork. Photos may be used for camp communication, internal documentation, parent updates, Town of Acton materials, Athena Coding materials, website, flyers, or social media only as permitted by the family's registration and CampDocs permissions. Families who do not want their camper photographed should opt out through CampDocs or registration paperwork and should notify camp leadership in writing before the camper attends.

Transportation

There is no daily transportation to or from NARA Summer Camp. Parents/guardians are responsible for transporting campers to and from camp each day. Bus transportation is provided for field trips.

Waiting List

If a desired week is full, families should check availability through Acton Parks and Recreation registration. Space is subject to availability and may be first-come, first-served. Camp leadership will provide updated waitlist instructions if Acton Parks and Recreation uses a formal waitlist process for 2026.

Tax Information

For dependent-care tax purposes, families may contact Acton Parks and Recreation for payment records or tax information. Town of Acton's Federal Tax ID number: 046-001-062.

Quick Reference Checklist

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Please send each day • Labeled backpack • Filled water bottle • Lunch • Snacks • Sunscreen labeled with camper's name • Bug spray labeled with camper's name • Swimsuit and towel • Plastic bag for wet items • Rain gear on wet days • Complete change of clothes for younger campers • Sneakers or closed-toe athletic shoes • Camp T-shirt on field trip days	Before the first day • CampDocs is complete • Physical form is uploaded • Immunization record is uploaded • Emergency contacts are current • Authorized pickup people are current • Allergy information is complete • Emergency medications and forms are complete, if applicable • Inclusion/support information is complete, if applicable • Parent/guardian has read this handbook	Do not send • Cell phones • Electronic devices • Trading cards • Toys • Weapons or fake weapons • Valuables • Nut products • Glass containers
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Parent/Guardian Acknowledgment

By registering a camper for NARA Summer Camp, the parent/guardian acknowledges responsibility for reviewing camp policies, providing accurate emergency and health information, maintaining current authorized pickup information, and following camp procedures for registration, health documentation, medication, drop-off, pickup, illness, toileting, behavior, and safety. Final operational details, including camp phone number, assistant director information, snack shack details, drop-off/pickup map, and any updated public-health guidance, will be provided before camp begins.