

Fall Fest 2025

Camp Location: 701 Wilbraham Road Springfield, MA 01109

Dear Families,

Thank you for choosing to have your child spend the day with us here at East Campus. To our new families, our intention is for you to get a glimpse into what East Campus/Camp Massasoit can offer your child. For our returning families, welcome back!

This document outlines information about the day, highlights what paperwork needs to be completed, as well as provides an overview of our policies. Please don't hesitate to contact our office at 413.748.4020 if you have any questions about the information contained within this package.

See you soon!
Respectfully,

Angela Veatch
Co-Director of Camp Massasoit
Associate Director of East Campus and Outdoor Programs

FORMS

Only participants who did not attend Camp Massasoit during the summer of 2025 need to complete the emergency contact form!

EMERGENCY CONTACT FORM - This form only needs to be completed if your child did not attend Camp Massasoit (2025) or if something on your emergency contact form has changed.

OPTIONAL FORM:

AUTHORIZATION TO ADMINISTER MEDICATION

This form ONLY needs to be filled out if your child needs to take any medication during their time East Campus. Medication prescribed by a medical provider or any over the counter medication must have a form accompanying the medication.

Our Health Supervisor is allowed to administer medication only if:

- It is in its original container with a written pharmacy label showing:
 - date of the filling
 - pharmacy name and address
 - filling pharmacist's initials
 - serial number of the prescription
 - patient's name
 - name of the prescribing practitioner
 - name of the prescribed medication
 - directions for use & cautionary statements, if any, contained in such prescription or required by law
 - if tablets or capsules, the number in the container.
- Over the counter medication must be in the original container as well.
- A signed "Authorization to Administer Medication" form

PARENT/GUARDIAN DISCLAIMER

During the registration process you agreed to the terms within the disclaimer document. If you did not thoroughly read the document please familiarize yourself with the content, which includes the following: Authorization to

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Participate/Assumption of Risk/Release and Emergency Authorization. This can be viewed by clicking on the 'Disclaimer document' or by logging into your account, clicking 'Finance' and then click on the disclaimer icon.

ADDITIONAL REGISTRATION INFORMATION

CHILD RELEASE INFORMATION

In an effort to increase safety for your child, when you registered your child, we required that all parents/guardians fill out who you authorize East Campus staff to release your child to. When picking up your child at the end of the day a staff member will ask you for picture identification, which will be cross-referenced with the information you submitted when you registered. This is the only way to be certain that we are releasing your child to the appropriate individual(s). The staff will not release a child to anyone whose name has not been submitted during registration. This policy does include a parent, friend, or relative that may have been omitted from the release list, whether intentionally or not. Please advise anyone picking up your child of this policy and our photo identification requirement.

BILLING INFORMATION

Payment:

- All registrations must be paid in full at the time of registration. The Government Portal system accepts: Visa, Mastercard, Discover, and American Express

ADDITIONAL CAMP POLICIES

WITHDRAWING FROM FALL FEST

If you need to withdraw your child please email Angela Veatch at aveatch@springfieldcollege.edu. You will receive a confirmation email confirming your request to drop within 3 days of receiving it. If applicable (see our refund policy below) you should receive a refund shortly after your request is made.

REFUND POLICY

In the event East Campus has determined that Fall Fest must be canceled due to inclement weather, you will be refunded 100%.

Refunds will not be made for cancellations received within less than two weeks of the program start date or for "no show" participants. In case of emergency situations or documented illness, please reach out to the director. There is a 50% per registration fee that is non-refundable, regardless of the situation.

SCHEDULE INFORMATION

ARRIVAL, DEPARTURE

There will be staff members in the parking lot to inform you of your child's group. If you owe any paperwork, please make sure to bring it with you. All staff will be waiting in the picnic grove area with a group number clearly displayed. Participants should be dropped off between 9AM-9:15AM and be ready to pick your child up between 3:15PM-3:30PM.

WHAT TO BRING:

- Clothing appropriate for camp in coverage, language, and symbolism
- Warm comfortable outdoor clothes
- Closed-toed shoes (**NO SANDALS OR FLIP FLOPS ALLOWED**)
- A full water bottle
- A morning snack
- A lunch

Your child **should not** bring cell phones, cellular watches, toys, or any other items from home. We will keep your child busy during the day.

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EARLY PICKUP

If you need to pick up your child early please let us know when you drop your child off in the morning. Photo identification will be checked.

SESSION SCHEDULE

Below is a breakdown of the day's schedule that will include the following Halloween themed activities: Archery, boats, ropes and an open block.

- 9:00AM-9:15AM: Drop off
- 9:25AM-10:40AM- Activity 1
- 10:40AM-11:55AM- Activity 2
- 11:55AM-12:40PM – LUNCH
- 12:40PM-1:55PM – Activity 3
- 1:55PM-3:10PM – Activity 4
- 3:15PM-3:30PM – Pick-up

PHYSICAL LOCATION OF EAST CAMPUS/CAMP MASSASOIT 701 Wilbraham Road Springfield, MA 01109

