

# 2020 PARENT HANDBOOK

A guide to

## PLEASANT BAY COMMUNITY BOATING



For Participants of All Ages  
Season: June 22 to August 28, 2020

Pleasant Bay Community Boating, Inc.  
[www.pbcab.cc](http://www.pbcab.cc) | 508.945.7245  
2287 Route 28 | East Harwich, MA 02645 (physical location)  
P.O. Box 21 | North Chatham, MA 02650 (mailing address)

PBCB is registered as a camp, complies with regulations of the MDPH and is licensed by the local Board of Health

## Welcome to Pleasant Bay Community Boating

Welcome to Pleasant Bay Community Boating! Majestic and pristine, Pleasant Bay hasn't changed much over the years, but its coastline has. The bustling sailing camps that used to dot the shoreline have been replaced by private homes. As public access to the shoreline has diminished, so has the community's connection with the water.

Believing the children in our communities need a positive place to put their energy, and fueled by the desire to share their love of sailing and boating, a handful of volunteers founded Pleasant Bay Community Boating in 2003.

Initially, programs were run off a Chatham town beach, but in 2014 PBCB took the big step of purchasing a permanent home for its expanding programs on Pleasant Bay. Our new campus provides ample parking, multiple buildings, a small beach and boat access with a dock.

There are so many important reasons to get out on the water, to learn about and care for Pleasant Bay. What you learn out on the water transfers to the rest of your life. Sailing at any time of your life can enhance confidence, build teamwork skills, bring joy in accomplishment, initiate a love for the outdoors, and foster curiosity and respect for coastal ecosystems.

Also, being out on the water tends to equalize size, physical strength, and gender. That's why we believe so passionately in our mission and we welcome you to our campus. We're glad you've decided to participate in our boating, marine science and environmental stewardship programs on Pleasant Bay.

This handbook is a resource guide for our members—parents, guardians, and participants of all ages—who are involved in our programs. It is designed to help you understand what to expect, what to bring, where to be and when to be there! On behalf of our staff, instructors and board of directors, we welcome you to Pleasant Bay Community Boating and look forward to your joining us in our many programs on the waters and shores of Pleasant Bay. We look forward to seeing you around the campus and on the water!

Ted Baylis,  
President, Board of Directors



PBCB Main Phone: 508-945-7245

Executive Director

Associate Director

Registrar

Waterfront/Sailing Director

Camp Director/Health Care Supervisor

Science Director

Property Mgr/Ass't. Treasurer

Mark Wilson

Abby Field

Laurie Snow

Tom Leach

Michael Moore

Sarah Griscom

Huntley Harrison

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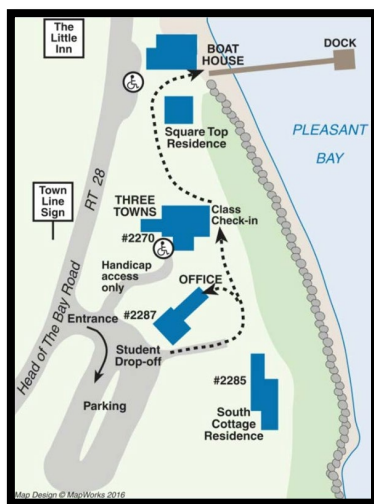
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PBCB Campus: 2287 Route 28, East Harwich, MA 02645

[www.pbc cb.cc](http://www.pbc cb.cc)



#### HOURS OF OPERATION

Day "Camp": 9am to 4pm, Monday - Friday

Office hours: 9am to 5pm, Monday - Saturday

Waterfront: 9:30am to 7:30pm, Monday - Saturday; 1pm to 4pm, Sunday

#### CHECK IN/CHECK OUT PROCEDURE

Our staff focuses on the safety and security of your student by following a mandatory check-in and check-out process for all students. Only people listed on the pick-up authorization form will be allowed to pick up.

#### PLEASE BE READY TO PRESENT A PICTURE I.D. AT PICK UP.

We are no longer able to accommodate special requests for students staying on campus beyond their scheduled programs. Please drive counterclockwise around the parking lot when entering the campus (see arrows on map).

#### PARENT COMMUNICATION

Pleasant Bay Community Boating strives to provide your student with a safe, enriching experience. Should you feel we are not meeting this goal, please notify the Camp Director or Waterfront/Sailing Director as soon as possible. At any time, a parent/guardian may request a meeting with the Camp Director or Waterfront/Sailing Director to discuss matters regarding their student. Administrative staff will be available at the PBCB office to answer questions during program delivery times. For additional questions, comments or concerns, please contact the PBCB office via email at [info@pbc cb.cc](mailto:info@pbc cb.cc) or via phone at 508-945-7245 (SAIL).

#### RAINY DAY/SEVERE WEATHER INFORMATION

PBCB runs in all weather. The Waterfront/Sailing Director will take appropriate safety precautions during inclement weather. Children/staff will be required to remain indoors when thunder and/or lightning are present and will be requested to stay away from electrical outlets. Instructors will conduct activities related to sailing and marine science safely indoors.

#### INFORMATION SESSIONS & TOURS

Personal tours are available upon request. Please contact us to schedule.

#### REGISTRATION, DROP-OFF & PICK-UP PROCEDURE

- Parents/guardians are responsible for the safe drop-off and pick-up of students at PBCB.
- Students are to be dropped off at the PBCB campus parking lot no more than 15 minutes *before* the start of class.
- An instructor with a daily roster will check in students up the hill, in front of the Three Towns building.
- If you would like to accompany your child, please feel free to park and walk up the paved path, turn left and follow signs to the office or to Three Towns building. The Waterfront/Sailing Director, Camp Director and instructors will be there to greet and organize all participants.
- If you have any questions or need to complete missing paperwork, please speak with Registrar Laurie Snow in the office ([info@pbc cb.cc](mailto:info@pbc cb.cc)).

- Students are to be picked up promptly and MUST check-out – with a parent or guardian visible in their cars or by their side – with the instructor handling the roster prior to leaving the PBCB campus for the day.
- The instructor handling the roster for the checkout period will mark that the student has been picked up by an authorized parent or guardian. The Waterfront/Sailing and Camp Directors will be responsible for reviewing the roster at the end of each instructional session to ensure that all checked in students were also checked out. Any discrepancies will be resolved by calling the parent.
- If a student is going home with another person, the parent must submit written permission to the PBCB office at the beginning of the day or session (if applicable to every day), and a note will be made on the roster.
- At the end of each class, please pick up your student by walking up to the check-in area at Three Towns or meeting him/her at the Drop-off area in the parking lot and please make sure that your student is checked out for the day. Be aware that parking is somewhat limited. For your and everyone's safety, please do NOT stop on Route 28 to drop off or pick up passengers.

#### TRANSPORTATION/DISMISSAL CHANGES

Parents/guardians with a special request regarding participant transportation/dismissal or any change in daily routine are REQUIRED to put their request in WRITING and SUBMIT TO THE ADMINISTRATION OFFICE.

#### LATE AND MISSED PICK UPS

After the end of the child's day, the parent/guardian of any student remaining will be contacted by phone.

If staff cannot reach the parent /guardian, the emergency contact numbers will be called in the order they are listed in the child's file. If contact is made, the person reached will be instructed to pick up the child. A fee of \$10 will be charged to the parent/guardian for every 15 minute increment that the parent is late.

If contact has not been made and no further emergency contact numbers can be obtained directly from the child by 6pm, the local police of the town in which the child resides and the Department of Child & Family Services will be notified and asked for further instruction. A report will be completed by the Camp Director.

#### WHAT TO BRING TO PBCB

- Students should be ready for all kinds of weather, including HOT, COLD and WET.  
They will be OUTSIDE during most types of weather (except for thunder and lightning).
- Boating/Water Shoes: Your child needs to wear water-appropriate closed-toe shoes when participating in water activities. NO FLIP FLOPS. During sailing, marine science, birding, kayaking or canoeing activities, children must wear shoes that are secure on the foot. If they do not have water shoes, they will be required to wear their sneakers.
- Metal/Plastic water bottle – we have a filtered water spigot. Please do not pack one-use plastic bottles.
- Healthy lunch, as needed, is to be packed and will be stored in the refrigerator.
- Sunscreen, hat, sunglasses are needed.
- Rain jacket & a sweatshirt (sailing can be chilly in late August).
- Please label everything, including food (snacks and lunches) with the student's name.

#### WHAT NOT TO BRING TO PBCB

- Toys (including trading cards)
- Weapons/Knives/Squirt Guns
- Electronics (games, video recorders/players, iPods/mp3 players, CD players, etc.)
- Cell Phones (students will be asked to leave them in the office)
- Controlled Substances, illegal drugs
- Alcohol, marijuana and tobacco in any form, and vape devices are not allowed on campus during operating hours.

#### FOOD

Meals brought from home will be stored in a designated refrigerator.

## MEDICAL AND ENROLLMENT FORMS

State law mandates that children have a physical exam within a 24-month period prior to enrollment. Parents/guardians are required to submit appropriate documentation of health history, physicals, and immunizations PRIOR to attending PBCB. Your child will not be allowed to enroll/participate in any PBCB program unless ALL medical and enrollment forms are complete and submitted to the PBCB Registrar prior to the start of your child's first class.

## EMERGENCY PROCEDURES

A trained staff member will treat minor injuries or illnesses. In the event of a minor accident or illness, the PBCB health care supervisor will notify the parent/guardian. Should a serious injury or illness occur that requires care beyond immediate first aid, an Emergency Action Plan (EAP) will be activated for the safety of the child. The primary guardian or emergency contact will be notified as soon as possible, and the child will be taken to either Fontaine Outpatient Center for immediate care or transported via ambulance to Cape Cod Hospital, the designated treatment facility.

## INSURANCE

Pleasant Bay Community Boating fees do not include health and accident insurance. Securing this insurance is the responsibility of the parent/guardian as are any and all charges incurred from emergency medical treatment.

## MEDICATION

Students who must receive medication during PBCB hours must meet the following:

- Medications need to be in the original container with doctor's orders for dispensing printed on label.
- Completed Parent's permission and authorization signature form (only available at Administrative office) must be on file.
- All over-the-counter meds must be kept in their original container, which shall include original label and instruction for use. OTC medication must also be accompanied by a signed "authorization to administer" form completed by the student's legal guardian.
- Any medication must be transported directly to the PBCB Health Care Supervisor only by the parent/guardian. No meds may be transported by students.
- Medication brought to PBCB without all of the above criteria cannot and will not be administered.
- Any leftover medication must be retrieved directly by the parent at the end of the child's class session or it will be disposed. Upon request, a complete copy of the health care policy is available.

## BEHAVIOR MANAGEMENT POLICY GOALS

- To create a constructive, positive atmosphere for children where strengths are maximized and weaknesses are minimized.
- To establish a socially interactive group that is non-punitive in nature and where the instructors's comments focus on reinforcing a child's appropriate behaviors rather than commenting on negative behaviors.
- To strive to keep expectations of children developmentally and physically appropriate, while keeping child's dignity and self-respect at the forefront of the activity.
- To follow accepted child development standards regarding discipline such as:
  - Positive Redirection
  - Positive Reinforcement
  - Achievable goal setting for desired appropriate behavior
  - Open and positive communication with child and parent/guardian
  - Removal from activity to regain self-control (last resort).
- Children will not be spoken to in terms of "good" or "bad" behaviors. Behaviors are commented on in constructive ways and appropriate alternative behaviors are discussed and suggested by the instructor.
- No corporal punishment is used ever, nor any of the following: spanking, rough handling of a child, humiliation and verbal abuse including embarrassing a child or the withholding of food or shelter. No child shall be punished for soiling his/her pants or toilet accidents.
- Of utmost importance is the physical and emotional well-being of all children. We use a positive behavior agreement approach, whose goal is to assist the child in developing acceptable social behaviors that lead to positive social relationships.

## INAPPROPRIATE BEHAVIOR

The following behaviors are among those that will result in disciplinary action and possible removal from the PBCB class:

- Bullying of any kind
- Swearing, cursing or other inappropriate language or gestures
- Teasing, hazing, harassment (physical, emotional or sexual)
- Striking, biting, fighting other children/staff
- Stealing
- Use or possession of illegal substances
- Smoking or vaping
- Disrespect, lying, lying by omission
- Damage, misuse, tampering of other's/PBCB's property
- Disruption of activities
- Leaving the premises/group without permission
- Endangering others, failing to follow safety procedures.

## DISCIPLINARY ACTIONS

Please note that refunds will not be granted for disciplinary reasons.

**FIRST OFFENSE:** The instructor will talk to the child, explain the behavior and request that the behavior cease. This will be done in a positive manner and if possible, out of the earshot (but always within eyesight) of other students.

**SECOND OFFENSE:** If the inappropriate behavior continues, the instructor will notify the Program Director (either Waterfront/Sailing Director or Camp Director). The Program Director and the instructor will meet with the student to discuss the behavior and set an achievable goal for the student. The Program Director will document this meeting. At this offense level the behavior report may/may not be sent home, depending on the outcome of the situation. A call will be made home by the Program Director, Registrar, or Executive Director.

**THIRD OFFENSE:** If the problem continues, the Program Director will write an *Unacceptable Behavior Report*. The Executive Director will be notified and given all the documentation of the negative behaviors. The student, Program Director and Registrar/Executive Director may have a meeting to discuss and compose a new behavior plan contract or a suspension may be warranted at this time. Parents will be notified of the situation by phone and given the opportunity to meet with the Executive Director, if necessary. If a student is suspended, parents/guardians will be notified immediately and instructed to pick up their child as soon as possible. Students awaiting suspension pick up will remain in the office until signed out by their parent/guardian. At the discretion of the Executive Director, a conference may be required at any time with parents/guardians, PBCB Program Directors and staff to discuss severe disciplinary actions that may include limited suspension, seasonal suspension, or advisement for professional referral. If the parents/guardians refuse to meet, the child will be suspended until such time that a meeting can be arranged. If the child is suspended, the parent is responsible for full payment of the programs for which the child was registered.

## STAFF

Pleasant Bay Community Boating believes that the success of our program lies in the quality of our staff. Employees are carefully selected based on experience, education, talents and interpersonal skills. Prior to working with your child, background checks are completed on all PBCB staff and volunteers that include: prior work history, three positive reference checks, and CORI and SORI background checks. The staff is required to attend an extensive training process to cover specific program goals, emergency procedures, group work and curriculum planning. Above all else, the members of our staff share a common love for working with children! All PBCB staff wear staff shirts for easy identification. (True? Who orders?) [do we have a budget?]

## IDENTIFYING & REPORTING ABUSE OR NEGLECT

All PBCB staff members are committed to the prevention of abuse and neglect. Staff are mandated to report any suspected cases of child abuse or neglect.

## DISASTER EVACUATION

In the event of an emergency situation, prolonged loss of heat, electricity, presence of severely inclement weather or anything else that might cause an extremely unsafe environment on the PBCB campus, the participants and staff will be transported to Chatham Middle School, 425 Crowell Road, Chatham, MA 02633 (508-945-5140) or (508-945-7245 PBCB mobile phone).

The Program Directors and other administrators will be responsible for contacting all guardians of participants in order to coordinate immediate pick up.

## DEPOSITS, PAYMENTS, CANCELLATIONS, REFUNDS

When you register for programs, your credit card will be charged on the Friday of that week, unless you request a payment plan or financial aid. All payments for all programs are due by April 1 unless an exception has been made because you have requested a payment plan. If you wish to cancel your enrollment, and you do so within 8 weeks prior to the start of the program, we will refund all of your funds, less 20% of the total cost of your enrollment. Any cancellations 8 weeks or fewer before the start of the program are not eligible for a refund. If you simply need to reschedule a class, we require 72 hours' notice in writing to [info@pbc.cc](mailto:info@pbc.cc). Rescheduling is subject to availability. Please contact us directly if you have extenuating circumstances that prevent you from being able to use your credit.

## PARENT'S RIGHTS

Parents have a right to review the background check, health care, discipline policies and grievance procedures upon request.

Please Review:

## Meningococcal Disease and Camp Attendees: Commonly Asked Questions

### ***What is meningococcal disease?***

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

### ***How is meningococcal disease spread?***

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

### ***Who is most at risk for getting meningococcal disease?***

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

### ***Are camp attendees at increased risk for meningococcal disease?***

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

### ***Is there a vaccine against meningococcal disease?***

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

### ***Should my child or adolescent receive meningococcal vaccine?***

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age,

to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

***How can I protect my child or adolescent from getting meningococcal disease?***

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph).

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Massachusetts Department of Public Health, Division of Epidemiology and Immunization, 305 South Street, Jamaica Plain, MA 02130 Updated March 2018