

2025 CAMP HANDBOOK

A guide to

PLEASANT BAY COMMUNITY BOATING



Pleasant Bay Community Boating, Inc.
www.pbcab.cc | 508.945.7245
2287 Route 28 | East Harwich, MA 02645

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 The bustling sailing camps that used to dot the shoreline have been replaced by private homes.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 families—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!

John Dickson,
President, Board of Directors



PBCB Main Phone: 508-945-7245

Executive Director

Program Director

Development & Communications Director

Registrar

Waterfront Director

Catboat Program Director

Science Coordinator

Adaptive Program Coordinator

Dorothy Bassett

Ali Hogue

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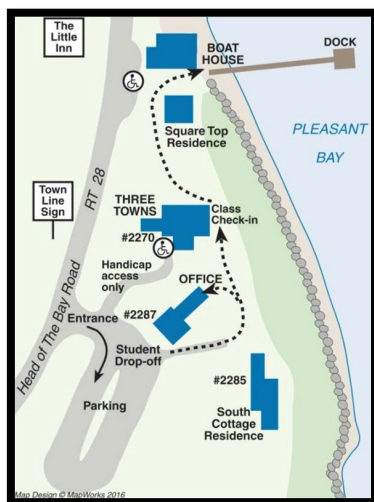
catboats@pbcab.cc

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

www.pbcab.cc



HOURS OF OPERATION

Sailing & Science Camp Hours: 9:30 AM - 3:00 PM, Monday - Friday

Youth Sailing Lesson Hours: 9:30 AM - noon, 1 - 3:30 PM, Monday - Friday

Office Hours: 9 AM - 4 PM, Monday – Friday

Waterfront: Weekdays 9:30 AM - 7:00 PM, Weekends 1 PM - 3:30 PM

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. Staff will be ready to meet you at the table at the bottom of the hill. Please check in at the table to ensure your child has been checked off on an attendance sheet. If you decide to explore the property before check in begins (9:20 - 9:30 AM), please return to the table to check in.

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. **Campers may not be dropped off more than 10**

minutes in advance of their camp or lesson. 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 Registrar as soon as possible. At any time, a parent/guardian may request a meeting with a 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@pbcab.cc or via phone at 508-945-7245 (SAIL).

RAINY DAY/SEVERE WEATHER INFORMATION

PBCB runs in all weather, as safety permits. The Waterfront 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. If foul weather is forecasted in advance, camp or lessons may be cancelled entirely. We do not sail in heavy fog, high winds, or thunderstorms. Please check your phone and email regularly on days that foul weather may be expected. We will do our best to provide as much notice as possible, but please be prepared for last minute changes, as weather on Pleasant Bay can change quickly.

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 no more than 10 minutes before the start of class.**
- An instructor with a daily roster will check in students at the table at the bottom of the hill, next to the catboat shop.
- If you would like to accompany your child, please feel free to park and accompany them to the check in table. The Directors and instructors will be there to greet and organize all participants. Students will then gather with their class on the hill.
- If you have any questions or need to complete missing paperwork, please speak with Registrar Ellen Peterson in the office (info@pbcab.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. A Director will review 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 either parking and waiting for them on the bluff, or waiting in the pick up line in our main parking lot. 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 10-minute increment that the parent is late, starting 10 minutes after the end of the child's session.

If contact has not been made and no further emergency contact numbers can be obtained directly from the child within an hour of the session's end, 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 Program 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 strapped sandals or closed-toed water/boat shoes when participating in water activities. **NO FLIP FLOPS**. Children must wear shoes that are secure on the foot at all times on PBCB property. 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 pack a reusable water bottle.
- Sailing & Science families: please pack a healthy lunch in a lunchbox with an ice pack.
- Sunscreen, hat, sunglasses are needed.
- Rain jacket & a warm layer (even if it seems warm on land, it can be chilly on the bay). Non-cotton (synthetic, polyester, fleece, etc.) is best and will keep your kid warm, even in damp conditions.
- 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 an 18-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. If you live in a state in which annual visits are not required by your child's school, a physical can be completed at an urgent care site. Please contact Ellen at info@pbcbb.cc if you have any questions about this requirement.

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' 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 self or others, failing to follow safety procedures.

DISCIPLINARY ACTIONS

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

FIRST OFFENSE: If an instructor has already spoken with/given a verbal warning to the child and the behavior has not ceased, the issue will be elevated to the Program Director. The PD will discuss the situation with the child and, if appropriate, with any other children involved. The PD will also call home to alert the child's guardian(s) to the situation. If a situation arises where other children are upset by the negative behavior, the PD will meet with them separately to come up with a plan for the coming days. If the children should be separated, the PD will ensure groups/boats are discretely switched. The PD will also call the guardians of any other students involved, to ensure they're aware of the situation and discuss steps taken to ensure the problem behavior ceases. All relevant staff (especially instructors) will be notified of the situation, so they can keep a close watch on the children involved.

SECOND OFFENSE: If the inappropriate behavior continues, the Program Director, Executive Director, and 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 and report to the child's guardian(s). Depending on the severity of the behavior, the child may be dismissed from the program. If applicable, the guardian(s) of other children impacted will be notified of the evolving situation.

THIRD OFFENSE: If the problem continues beyond a second offense the student, Program Director, and Executive Director will meet again, which may lead to suspension or dismissal from the program. **Please note that if a behavior is severe enough that the child is endangering themselves or others, PBCB staff reserve the right to proceed directly to this point.** Guardian(s) will be notified of the situation by phone and given the opportunity to meet with the Executive Director if they would like to. If a student is suspended or dismissed, 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. If the child is suspended or dismissed, the parent is responsible for full payment of the programs for which the child was registered and no refunds will be given. The PD and ED will remain in contact with the guardian(s) of any other children involved.

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! PBCB staff are asked to wear staff shirts on Mondays and Fridays, especially, for easy identification.

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

At time of registration a \$100.00 per sailor, per class deposit will be charged to the card on file.

Balances to paid in full on April 1st will be charged to the card on file unless other arrangements have been made in advance.

Full refunds are available for drops or changes up to May 15th, less 10% of the student's full tuition to cover credit card fees and administrative costs.

Any dropped classes after May 15th will only be refunded if a replacement student is secured, less the \$100 deposit.

PARENT'S RIGHTS

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