

# 2016



## Group Leader Information

Cape Cod Sea Camps • PO Box 1880 • 3057 Main St. • Brewster, MA 02631  
Ph: 508-896-3451 • Fax: 508-896-8272

## A Message from the CCSC Group Staff

*We are very excited to welcome you to Cape  
Cod Sea Camps!!*

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YOU ARE NOW A  
PART OF THE  
CAPE COD SEA  
CAMP'S FAMILY.  
AN  
ORGANIZATION  
THAT CHOOSES  
TO INFLUENCE  
THE LIVES OF  
YOUNG PEOPLE  
IN A POSITIVE  
MANNER

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**T**hank you for choosing *Cape Cod Sea Camps* as a facility and destination for your group. You have selected an organization that believes in affecting the lives of young people in a positive manner. Our Mission is to develop and guide youth in our unique educational and outdoor environment, while focusing on fun and providing an opportunity for each person to grow and develop in our community.

Together we are dedicated to providing an outstanding camping experience for children and young adults as well as a positive experience for everyone who participates in a program at *Cape Cod Sea Camps*.

We look forward to working with you and building a strong team to meet the needs of your participants.

Thank you for choosing *Cape Cod Sea Camps* and welcome to our greater camp community and camp family!

### Group Leader Information

**W**elcome! While you are at CCSC, we hope you will be able to use this time to learn, educate, and retreat from every day life and gain a fresh perspective. We hope you will learn something about yourself and your fellow participants in our beautiful Cape Cod setting. Thank you for coming!

## GROUP LEADER INFORMATION

The packet we have designed should help answer any questions you may have and also let you know about our expectations and guidelines while you stay at the Cape Cod Sea Camps.

### History and Traditions

A rich tradition of camping and serving youth for more than 90 years!

The history of the Cape Cod Sea Camps is the story not only of a children's summer recreational camp, but also of a family, the Delahanty's. More than any other single individual, Robert J. Delahanty created and crafted the essence and character of the camps. It was his vision that came to life in 1922 and still endures today through a summer camp program and off-season group rental business. The Delahanty family has dedicated themselves to serving youth, believing in the educational and spiritual value of properly constructed recreational activities in an outdoor setting. The Cape Cod Sea Camps are pre-eminent today because of Delahanty commitment, tenacity, dedication and character.

Cape Cod Sea Camps, Inc., a Massachusetts Corporation, is accredited by the American Camp Association. Today the organization continues with the same underlying mission established by Captain Del and Mrs. Del of providing an atmosphere of fun, learning, and an irresistible positive energy of personal adventure and growth. Capt. and Mrs. Del's granddaughter, Nancy Garran, now steers the ship with the commitment and excellence laid down by her grandparents over 85 years ago.

### Cape Cod Sea Camps Mission

**"Through personal commitment and dedication to the development and guidance of youth we will provide a unique educational environment in which individuals have fun and realize their worth and potential."**

### American Camp Association Accreditation and Massachusetts Camp License

The American Camp Association (ACA) accredits CCSC every three years for our facility and summer camping programs. The ACA's Standards Program is the only nationally recognized program to monitor all aspects of a camp's operation. Less than 2000 camps nationwide have earned this prestigious distinction. Furthermore, CCSC is licensed by the town of Brewster on an annual basis as determined by the MA Dept of Public Health (105 CMR 430.000). Information on these regulations can be obtained by calling 617-983-6761.

**GROUP LEADER INFORMATION**

## Have A Question?

CCSC Main Office: 508-896-3451

Direct Kitchen Phone: 508-896-2174

[Camprentals@capecodseacamps.com](mailto:Camprentals@capecodseacamps.com) or [Info@capecodseacamps.com](mailto:Info@capecodseacamps.com)

[www.capecodfieldtrips.com](http://www.capecodfieldtrips.com) or [www.capecodseacamps.com](http://www.capecodseacamps.com)

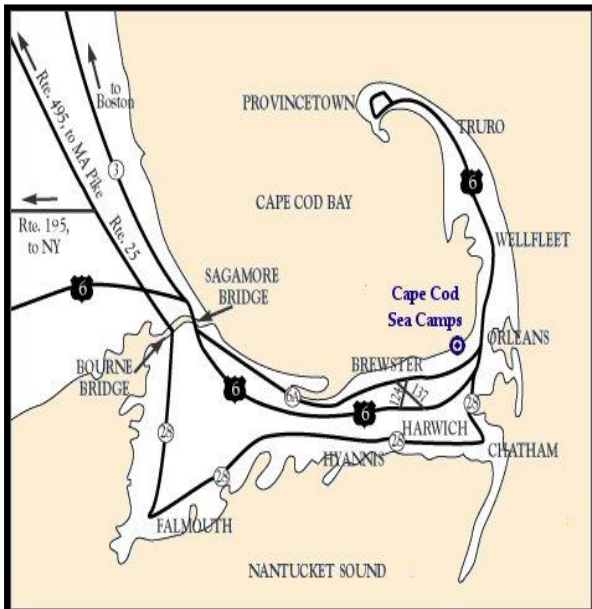
<u>Title</u>	<u>Name</u>	<u>Voice Mail Ext.</u>
Executive Director:	Nancy Garran <a href="mailto:Nancy@capecodseacamps.com">Nancy@capecodseacamps.com</a>	303
Associate Director - Groups	Garran Peterson <a href="mailto:Garran@capecodseacamps.com">Garran@capecodseacamps.com</a>	244
Group Manager	Kellsie Sedlak <a href="mailto:Kellsie@capecodseacamps.com">Kellsie@capecodseacamps.com</a>	223
Office Manager	Cheryl Kimberley <a href="mailto:Cheryl@capecodseacamps.com">Cheryl@capecodseacamps.com</a>	300
Food Service Manager:	Brian Holmes <a href="mailto:Brian@capecodseacamps.com">Brian@capecodseacamps.com</a>	209
Asst. Food Service Manager:	Doug Holmes <a href="mailto:doug@capecodseacamps.com">doug@capecodseacamps.com</a>	209
Business Office:	Alice Guariglio <a href="mailto:Alice@capecodseacamps.com">Alice@capecodseacamps.com</a>	207
Associate Director - Facilities:	Ed Barber <a href="mailto:Ed@capecodseacamps.com">Ed@capecodseacamps.com</a>	205
Summer Camp Programs:	David Peterson <a href="mailto:Info@capecodseacamps.com">Info@capecodseacamps.com</a>	206
Mailing/Street Address:	Cape Cod Sea Camps, PO Box 1880, 3057 Main Street, Brewster, MA 02631	
Linger Longer Apts. & Cottages:	Bruce Riley, Manager <a href="mailto:Info@lingerlongerbythesea.com">Info@lingerlongerbythesea.com</a> <a href="http://www.lingerlongerbythesea.com">www.lingerlongerbythesea.com</a>	

## GROUP LEADER INFORMATION

For Reservations: (508) 896-7714  
Linger Longer By The Sea,  
Apartments and Cottages  
PO Box 1880  
261 Linnell Landing Road  
Brewster, MA 02631

**Sea Meadow Inn Bed &  
Breakfast:**

**Debbie Adams, Innkeeper**  
[Stay@SeaMeadowInn.com](mailto:Stay@SeaMeadowInn.com)  
[www.seameadowinn.com](http://www.seameadowinn.com)  
For Reservations: (508) 896-2223  
Sea Meadow Inn,  
1187 Main Street, Route 6A  
Brewster, MA 02631



### Location

Cape Cod Sea Camps is located on Route 6A in East Brewster on the shores of Cape Cod Bay. Situated approximately 35 miles from both Woods Hole and Provincetown, and 90 miles from both Boston and Providence, RI, the facility provides a strong exposure to the Cape's entire natural habitat.

### Directions to Cape Cod Sea Camps

From Boston: Take Route 3 to Sagamore Bridge. From NYC: Take Route 95 to 195, to Route 25, to Route 6 and the Sagamore Bridge. Sagamore Bridge to Route 6 (Mid-Cape Highway), take Exit 10 (Rte. 124), turn left on Rte. 124 to Rte. 6A, turn right on Rte. 6A, go approximately 2 miles and you will see Cape Cod Sea Camps entrance on left. Take entrance and go up hill to office.

### Facility

We offer 50 acres of prime Cape real estate, 1000 feet of private shoreline, a wide range of housing options, good food, meeting facilities in a rustic setting all at a reasonable rate. Recreational facilities are available including, tennis, volleyball, and basketball courts, a waterfront and expansive fields.

### Types of Groups Served

We serve a variety of organizations for a wide range of activities including, environmental or enrichment programs for schools, conferences, civic groups; clambakes, church retreats, wedding rehearsal dinners; a family reunion; or just a day in the sun!

## GROUP LEADER INFORMATION

### Minimum Number of Participants

A minimum of 20 participants is required. You may come with less, but you will be responsible for 20 room and/or board fees.

### Length of Stay

The average length of stay is between two and four days. Groups may rent our facilities from April to mid-June then again from September through October. Check in time is 2pm, check out time is 10am.

### Programs

CCSC does not provide program, supervisory, or health personnel for groups. Group programs are the responsibility of the organizations utilizing our facility. However, program resources are available upon request. Please ask one of our Group personnel for more information.

### What to Bring

**CCSC provides a pillow, pillow case and a sheet covered mattress. We recommend bringing your own blankets and/or sleeping bag, towels and toiletries. Additional linens (top sheet/blankets/towels) are available at an extra cost if you are interested.**

Participants should bring personal items, toiletries and soap. Try to anticipate the weather! Sleeping bags are recommended, but linens are available at an extra cost. If your group is cooking their own food, kitchen utensils including pots, pans, silverware, plates, cups, glasses and cleaning equipment are NOT provided. Athletic equipment is available through arrangement with the Group Host at no cost.



### Food Service—Chartwells Dining Service

CCSC's food service is provided by Chartwells Educational Dining Services, a member of the Compass Group. We service over 100 user groups in Spring and Fall and roughly 2,000 meals a day during our summer camp season.

### Special Dietary Requirements

We strive for a "nut-free" dining hall menu.

Our kitchen staff strives to provide a "nut free" dining hall menu. Considerable effort is made to check ingredient labels to select appropriate foods to serve. However, it is possible that other members of your group may have food that contains nuts. Our camp store does sell packaged products that may also contain

## GROUP LEADER INFORMATION

nuts. Group Leaders are encouraged to address their allergy concerns with our Food Service Manager, [Group Manager](#), and [Group Hosts](#) as necessary.

Please note any special diet concerns on the appropriate Group Registration Form. Our Food Service Director must know of any concerns well in advance to be able to order the correct food ahead of time

**Chartwells takes a lot of pride in providing menu selections that reflect nutritional expertise and response to changing dining trends. We encourage feedback from groups regarding comments or suggestions for our dining service. The following are a sample of our menus.**

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### BREAKFAST

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Scrambled Eggs, Bacon, Home Fries, Assorted Breakfast Pastries, Toast & Bagel Bar, Cereal Bar, Fruit Bar, Beverage Bar

**OR**

Pancakes, Breakfast Ham, Hash Browns, Assorted Breakfast Pastries, Toast & Bagel Bar, Cereal Bar, Fruit Bar, Beverage Bar

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### LUNCH

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Hamburgers, Veggie Burgers, Hot Dogs, French Fries, Assorted Deli Sandwiches, Salad Bar, Dessert Bar, Whole Fruit, Beverage Bar

**OR**

Soup, Grilled Cheese or Ham/Cheese, Potato chips, Assorted Deli Sandwiches, Salad Bar, Dessert Bar, Whole Fruit, Beverage Bar

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### BOX LUNCH

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Ham & Cheese Sandwich, Potato Chips, Whole Fruit, Cookies or Dessert Bar, Beverage (meat sandwiches will be provided to you in a disposable cooler), juice box and small bottle of water

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### DINNER

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Garlic Bread, Spaghetti with Meatballs, Green Beans, Pasta Bar, Meat Sauce, Marinara Sauce, Salad Bar, Whole Fruit, Dessert Bar, Beverage Bar

**OR**

Lemon Pepper Chicken, Rice Florentine, Green Beans, Pasta Bar, Meat Sauce, Marinara Sauce, Salad Bar, Whole Fruit, Dessert Bar, Beverage Bar

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### CLAMBAKES

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Homemade Clam Chowder, Cole Slaw, Steamers, Mussels, New Potatoes, Linguica, Corn on the Cob, 1 lb. Lobster or a Steak, Chicken, Butter, Bread, Watermelon, Punch, Beverage Bar

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### BBQ'S

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Hamburgers, Veggie Burgers, Hot Dogs, French Fries, Assorted Deli Sandwiches, Salad Bar, Dessert Bar, Whole Fruit, Beverage Bar

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### PIZZA

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Pizza is available for order as an after dinner snack, late arrival for dinner, or just for fun. The extra pizza option is not intended to be used as a substitution for dinners. Cheese, Pepperoni, and Peppers & Onion Pizzas are available.

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### SINGLE EVENT FUNCTIONS

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CCSC does cater to "Single Events" such as Rehearsal Dinners, Private Clambakes, and Business outings. Typically we offer a Clambake option or BBQ option, however, we can also host dinners, lunches, or even brunches upon request.

**GROUP LEADER INFORMATION**

CLAMBAKE

Menu:   Homemade Clam Chowder  
          1  $\frac{1}{4}$  lb Lobster or 10 oz New York Strip Steak  
          Steamers & Mussels  
          Lemon Pepper Chicken  
          Potatoes  
          Cole Slaw  
          Linguica  
          Corn on the cob  
          Brownies & Watermelon  
          Beverages (Juice/Coffee/Tea)

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BARBEQUE

Menu:   BBQ chicken OR BBQ Beef Ribs OR BBQ Pulled Pork/Chicken  
          Hamburgers  
          Hot dogs  
          Potato salad  
          Cole slaw  
          Tossed Salad  
          Beverages (Juice/Coffee/Tea)  
          Brownies & Watermelon





## Guidelines and Policies for Your Stay at CCSC

*Cape Cod Sea Camps has developed guidelines and policies to create a fun and safe environment for your group.*

**W**e hope you will enjoy your CCSC stay. Please respect our beautiful campus and we will do our best to meet your needs. We have a few expectations and guidelines for your stay at CCSC.

### Reservation & Financial Information

#### RESERVATION PROCEDURE

Please contact CCSC to reserve the dates and type of facility you will need. To reserve and confirm a stay at CCSC, follow the steps as outlined below. If you have any questions, please contact us - 508.896.3451 or [groups@capecodseacamps.com](mailto:groups@capecodseacamps.com)

#### \$300 RESERVATION DEPOSIT

Tentative reservations may be made over the telephone or by email, but will not be verified until a Reservation Deposit, and a signed Group Contract has been received. **To verify your reservation, a \$300 non-refundable Reservation Deposit is due within three (3) weeks of receiving your Group Contract. (The initial Reservation Deposit is non-refundable, but applicable to the total cost of your stay.)**

**GROUP CONTRACT** - Each group is responsible for reviewing, signing and agreeing to the Cape Cod Sea Camps terms and conditions for your stay with us. The Group Contract will outline your rates, accommodations, meals and any other pertinent info for your stay with us.

**CONFIRMATION FORM** - Once we have received a signed Group Contract and process your \$300 Reservation Deposit, a prefilled Group Confirmation Form will be sent to you confirming your group reservation. Please review this prefilled Confirmation Form and update any incorrect information, add any

## GROUP LEADER INFORMATION

special meal requests, note any dietary needs, and list facility/meeting space reservations you may be requesting. We must have your updated Confirmation Form no later than six (6) weeks before your arrival to ensure proper numbers, meal requests, and facility reservations.

### CONFIRMATION PAYMENT

To confirm your group's reservation, we must have six (6) weeks prior to your arrival, a 50 % Confirmation Payment. **If the 50% Confirmation Payment is not made six (6) weeks prior to your arrival, your reservation will remain tentative and CCSC will not be obligated to fulfill your group reservation.**

### ESTIMATED NUMBERS

On your Group Registration Form you will be asked to provide CCSC with "estimated numbers" for your group. Remember, the numbers you provide CCSC on your registration form (i.e., number of people staying overnight, number of people eating breakfast, etc.) effect cabin placements, meals times, and grounds use - so please do not 'low ball' or overinflate your estimated number of attendees. Please be advised that all these charges will be reflected on your Invoice.

### BALANCE DUE PAYMENT

The remaining balance for your estimated charges of your group is due one (1) week prior to your group's arrival. Any other charges incurred while at CCSC will be added to your bill and given to the Group Leader and/or mailed to your billing contact for final payment.

### CANCELLATION POLICY

The initial Reservation Deposit is non-refundable. In the event of cancellation, if Cape Cod Sea Camps is notified four (4) weeks in advance, a refund of 50% of your Confirmation Payment will be issued. If CCSC is not given a four (4) week notice you will be billed in full as indicated on the signed group license and Group Registration Form. Cape Cod Sea Camps reserves the right to cancel reservations due to severe weather or for individuals or groups not abiding by the rules, regulations and policies of CCSC.

### PAYMENT POLICY

All monies for services rendered are due one (1) week before arrival, less the Registration Deposit and 50% partial payment. Payment may be made with Master Card, VISA and Discover credit cards, as well as check or cash.

## Financial Information

### RATES

Please refer to the rate sheet for the costs of lodging, meals, linens, equipment and day use. Rates can be found on our website: [www.capecodfieldtrips.com/rates.htm](http://www.capecodfieldtrips.com/rates.htm)

## GROUP LEADER INFORMATION

### LODGING CHARGES

CCSC offers a variety of accommodations to meet the needs of your group from unheated cabins (least expensive) to heated cabins with showers indoors (more expensive). Charges are based on a per-person, per-night, cost. Once numbers for each night have been communicated to camp, there will be no reduction in those numbers on the Final Invoice. You can add additional persons, but you are committed to NO LESS than those numbers provided to Camp earlier. CCSC's policy is to pre-book cabins for your group to 80% occupancy. If you decide that more cabins are necessary for your group, you can contact our staff to discuss what options we may have available. Understand, that if additional cabins are booked beyond what your group numbers qualify for, there may be additional charges for use of those buildings.

### MEAL CHARGES

Breakfast, lunch and dinner are provided in our dining hall at a separate cost. A box lunch is also an option for those groups taking a trip off-campus. For a special treat we offer a traditional "Cape Cod Clambake" with lobsters, mussels, clams and clam chowder. All costs are on a per-meal, per-person basis. All meals need to be scheduled and planned six (6) weeks before arrival. Once numbers for each meal have been communicated to Camp, all additional changes/meal additions or subtractions/special requests need to be given to us with at least three (3) weeks notice.

### TAX EXEMPT NUMBER

There is a 7% Massachusetts meals tax added to the total cost of meals served for any group. If you have a Tax Exempt Number, please provide CCSC with a copy of the tax exemption certificate on file in your state, which confirms your Tax Exempt status.

### LINEN CHARGES

CCSC will provide a pillow, pillow case and sheet-covered mattress. If your group does not wish to bring their own sleeping bags or linens, sets of linens (blankets, towels, sheets) are available at an extra cost per person.

### EQUIPMENT CHARGES

Use of refrigerators or audiovisual (TV, VCR, Slide Projector) equipment is available at a cost per visit. Please indicate your needs on the Group Confirmation Form.

### DAY USE CHARGES

Groups are welcome to use the facilities for just a day such as a rehearsal dinner, reunion, or business meeting. Please see our Single Event Rate Sheet for costs.

### LIABILITY INSURANCE COVERAGE

A Certificate of Insurance for Bodily Injury & Property Damage Liability, including Contractual Liability, with a per-occurrence of \$1,000,000 and a General Aggregate of \$2,000,000 is required for each group or vendor using the grounds of CCSC. Cape Cod Sea Camps should be named on the certificate as an additional insurer. If you are

**GROUP LEADER INFORMATION**

unable to provide a "rider" or Certificate of Insurance for your group, please contact the CCSC Group Coordinators.

### Supervision of Group Members

Group Leaders are responsible for the overall safety of their group and each individual within their group and must maintain appropriate supervision at all times. As a guideline, the following chart outlines recommended child supervision ratios suggested by the American Camp Association. "Staff" includes those persons with the responsibility, authority, maturity and training to provide direct supervision to camper groups. We recommend at least 80% of your staff be 18 years of age or older. All staff should be at least 16 years or older and at least two (2) years older than the minors with whom they are working.

Child's Age	Number of Chaperones	For Overnight Children	For Day Only Children
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

**Minimum Ratio Considerations:** The American Camp Association also recommends determining what activities, locations or situations where a minimum of two (2) staff members are required to be present with camper groups, both for the sake of safety and to prevent situations with opportunity for child abuse. Examples of relevant activities and situations include overnight stays in cabins, trips, and showers.

We also recommend that you require 3 things from all your staff working with children: a voluntary disclosure statement, a criminal history background check and a sexual offender registry check (SORI).

**Cape Cod Sea Camps reserves the right to request a group to leave the property if a group appears to have difficulty supervising their participants.**

### Health Care and Emergency Information

**EMERGENCY TELEPHONE NUMBERS**

- FIRE, POLICE RESCUE:** 911
- BREWSTER POLICE - NON EMERGENCY LINE:** 508-896-7011
- CAPE COD HOSPITAL:** 508-771-1800 (Open 24 Hours)
- FONTAINE MEDICAL CENTER:** 508 432-4100 (Limited Hours)
- POISON CONTROL:** 800-682-9211
- CAPE COD SEA CAMPS:** 508-896-3451 After Hours - ext. 211

**BASIC EMERGENCY PROCEDURES**

**FIRST THINGS, FIRST!!**



## GROUP LEADER INFORMATION

***BEFORE an emergency occurs***, know where telephones are located, First Aid Equipment, Fire Equipment, and Emergency Equipment on campus. You will be proved with detailed emergency procedures upon your arrival.

### ***IN A GENERAL EMERGENCY***

1. ***Keep CALM!***
2. ***Take full charge of your group***; never leave them alone.
3. ***Notify the CCSC Group Hosts or the Main Office*** immediately regarding any emergency.
4. ***Administer appropriate First Aid and CPR as necessary.***
5. ***Group Leader*** will take appropriate measures to notify parents or guardians.
6. ***Only the CCSC Administration in conjunction with the Group Leader*** will talk with law enforcement officials and/or the media.

### ***IN A CRISIS SITUATION***

1. ***Keep CALM!***
2. ***SIREN AND/OR AIRHORNS will blast and indicate a CRISIS situation exists.***
3. ***LISTEN for directions over the PA System.***
4. ***TAKE FULL CHARGE OF YOUR GROUP***; never leave them alone.
5. ***STAND BY to be directed where to go to seek shelter or safety.***
6. ***If directions are not heard, SEEK SHELTER AND SAFETY in closest building.***
7. ***If medical attention is needed, administer First Aid and CPR.***
8. ***Group Leader*** will take appropriate measures to notify parents or guardians.
9. ***Only the CCSC Administration in conjunction with the Group Leader*** will talk with law enforcement officials and/or the media.

### INTRUDERS

If a suspicious intruder or stranger is on the camp grounds, notify CCSC Group staff immediately. Avoid contact with suspicious person(s), seek shelter and if necessary call police at 911.

### SEVERE WEATHER

In the event of severe weather or thunderstorm, please stay indoors. CCSC reserves the right to cancel reservations based on severe weather conditions.

### FIRE

In the event of a fire, move away from fire to beach or front fields. Take attendance of group.

### LOST/MISSING PERSON

## GROUP LEADER INFORMATION

Notify main office and/or Group staff for assistance with search. Take attendance of group.

### MEDICAL EMERGENCY

Notify main office and/or Group staff. Contact Emergency Medical Services - 911. Telephone extensions located throughout campus. Public telephones located behind Big House.

### HEALTH CARE EXPECTATIONS FOR GROUPS

The following guidelines for health care of groups are recommended:

1. **Groups must provide their own adults currently certified in First Aid and CPR (Cardio-pulmonary Resuscitation), who are responsible for the health needs of the group. With your license you will receive some suggestions for Emergency Procedures for Groups. In the event of an emergency please use the following information as a guide only.**
2. Groups are responsible for gathering and maintaining information on all members of the group that include name, address, emergency contact names and numbers, and any allergies/health conditions /restrictions. For minors without a parent on site, group leaders should also have a signed permission to seek emergency treatment. Group leaders are responsible to inform CCSC of any allergies or restrictions of their group that may affect camp services provided (e.g. food service, facility use, etc.)
3. Groups are responsible for their own emergency transportation. Emergency and health care provider numbers are provided in the general information and posted near all telephones available to groups. The location and directions to local health care providers are provided in the Registration Packet received upon arrival. If a group emergency vehicle is unavailable, groups can call 911 for emergency transportation to the hospital. Utilizing the Brewster Rescue Squad for emergency transportation will cost approximately \$200 one way.
4. Groups are responsible for providing their own First Aid supplies and equipment.
5. Orientations for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency.
6. For your protection, bare feet are recommended only at the beach.

## Arrival & Departure Procedures for Groups

### ARRIVAL

1. **Cabin check-in will be after 2PM, but you may arrive prior to that.** Due to cleaning and preparation of the facility, assigned cabins will not be available for use until after 2PM on your arrival day. If scheduling your arrival time after 2PM is difficult, please discuss special arrangements to be made with the Group Hosts to assist in accommodating your group.

## GROUP LEADER INFORMATION

2. All groups must register through the camp office with the Group Host before entering the camp grounds. At this time the following items will be confirmed:
  - ✓ Total number in group.
  - ✓ Names of all people attending as well as the ages of any individual under the age of eighteen (18).
  - ✓ Name of individual in charge of group while on camp grounds.
  - ✓ Assigned cabins and/or facility use.
  - ✓ Meals and meal times and dining hall procedures.
  - ✓ Liability insurance coverage.
  - ✓ Waterfront use & swimming policies
  - ✓ Invoice & balance due
  - ✓ Contact information for CCSC Staff
  - ✓ Cabin check out procedures
3. **Group Arrival Inspection of assigned cabins by group coordinator and group leader.** Using a checklist, both the group coordinator and group leader will inspect the cabins prior to your use to determine their overall condition. This inspection sheet will be used again upon departure.
4. **Check out time arranged with Group Coordinators.**

## DEPARTURE

*General GOLDEN Rule - Leave cabin area in better shape than when you arrived!*

1. **Departure from cabins must be before 10am.** Due to cabin cleaning and preparation all groups must vacate assigned cabins by 10am. To accommodate the needs of your group, please discuss with the group coordinators arrangements to be made regarding departure. Groups staying in the cabins past 11am will be charged for another day.
2. **Facility and Cabin Clean up. The following tasks must be completed before departure:**
  - ✓ Check outside area thoroughly for any trash. Collect all trash inside and outside assigned cabin areas and bring to dumpster.
  - ✓ Empty refrigerators, clean, and turn off and open the doors.
  - ✓ Check shower area utilized.
  - ✓ Check meeting areas and dining hall.
  - ✓ Sweep cabin.
  - ✓ Bring all trash from inside and outside cans to dumpsters located throughout camp. Trash attracts wild animals when left outside.
  - ✓ Place all used contour sheets, pillow cases and linens in center of cabin.
  - ✓ Close all doors and windows.
  - ✓ CONSERVE ENERGY - Turn off all lights & heat.
  - ✓ Return all athletic equipment.

## GROUP LEADER INFORMATION

3. Group Departure Inspection of assigned cabins by Group Host and Group Leader. Using a checklist, both the group coordinator and group leader will inspect the cabins prior to your departure to determine their overall condition. Any damage to buildings, the facility or equipment will be identified at this time.
4. **Final Invoice will be given to the Group Leader upon departure.** Payment may be made with Master Card, VISA and Discover credit cards, as well as check or cash.
5. **A completed Group Satisfaction Survey** is appreciated to assist us in accommodating the needs of our groups.
6. **Tentative Reservations for future year.**

## Hospitality

### GOOD NEIGHBORS

Good relations with our neighbors is important, We ask that all groups using CCSC represent camp well to our neighbors by staying on our property and when moving on or near our neighbor's property for the purpose of scientific exploration or to reach a particular habitat, please respect their property. Our neighbor's are very understanding of our group business, but are concerned about the use and abuse of their property.

### APPROPRIATE BEHAVIOR

It is expected that each group and/or group participant will abide by the rules, regulations, policies as stated in Cape Cod Sea Camps literature. Cape Cod Sea Camps reserves the right to request a group and/or group participant to leave the property if a group and/or group participant violates our rules, regulations, policies.

### SAND DUNES

The dunes are fragile areas, **PLEASE KEEP OFF!** We lose 3 ft of dunes per year. Make an effort to keep your group from walking, sitting or jumping off the dunes. Please impart your concern for these critical and fragile areas to your group.

### BUILDING AND FACILITY ASSIGNMENTS

Use only the buildings assigned to your group. Cabins not assigned to your group are off-limits. Charges will be incurred for use of cabins not assigned. Beds and sleeping quarters are arranged according to health requirements. Do not move or "de-bunk" beds, pillow placement or furniture in buildings.

### CONSERVE ENERGY

To help us conserve energy, **PLEASE TURN LIGHTS OFF AND CLOSE DOORS** when you are leaving a room/building.

### DAMAGE AND/OR GRAFFITTI

Please respect our buildings and stop misuse before it begins. Report any issues you see or damage you see. Fines for misuse will be implemented if necessary.



## GROUP LEADER INFORMATION

### CRITTER ATTRACTIONS

Wild animals (raccoons, skunks, squirrels) and insects (ants, bees) are attracted to food, which is not stored properly in cabins or outside. Avoid bringing food, sodas, etc. into cabins. GUM is not permitted on camp grounds.

### VISITORS

1. Visitors are restricted to arrival after 9am and departure before 4pm.
2. Visitors need to be greeted at main Camp office by a Group Leader.
3. Any person who visits a group that is staying on the Camp grounds must register at Camp by signing in at main Camp office. They will receive a visitor pass that they must wear for the duration of their visit. At the end of their visit they must sign out at the Camp office and return the visitor pass.
4. Special arrangements for evening visitors (specifically speakers) need to be discussed with Group Administrator or Hosts.
5. No unescorted visitor is allowed on the Camp grounds.

### ALCOHOL POLICY

We find that a number of our guests prefer to limit their exposure to alcohol. As we work hard to create an environment that is safe & comfortable for kids and adults alike, we ask that alcohol not be part of your experience here. CCSC abides by the laws of the Commonwealth of Mass.

### CONTROLLED SUBSTANCES (DRUGS) POLICY

Drugs are not permitted on camp grounds unless prescribed or authorized by a licensed provider. CCSC abides by the laws of the Commonwealth of Mass.

### SMOKING POLICY

**NO SMOKING ALLOWED IN ANY CAMP BUILDING** and only in designated areas. Arrangements for smoking areas can be made with the Group Manager or Host.

### FIREARMS, HAZARDOUS MATERIALS AND PERSONAL PROPERTY

CCSC prohibits the presence of dangerous weapons, firearms, ammunition, explosives, fireworks, and poisonous substances. Gasoline, flammable liquids, and hand and power tools must be in locked storage except when in use by an adult. Valuable personal items such as IPods, PDAs, watches, computers, athletic equipment, etc. should not be brought to camp.

***CCSC is not responsible for loss or damage of any personal belongings of any kind while at camp.***

### BEACH FIRES - Upon request

**Beach fires are permitted only with the permission of a CCSC Staff Member. All beach fires must be called in to the Brewster Fire Dept. for approval.**

## GROUP LEADER INFORMATION

### CAMPFIRES - COOKING

Cooking fires are permitted in designated areas through arrangement with the Group Hosts. Use of flammable materials for cooking fires is restricted. All flammable materials must be labeled, properly stored and cared for when used by groups. **FIRES MUST BE ATTENDED AT ALL TIMES.** Make sure fires are **DEAD OUT** when leaving fire area. Buckets of water or sand must be accessible at all times.

### NOISE

The Town of Brewster has a **NOISE ORDINANCE** - your group must be quiet from 10pm to 7am. Please respect the rights of other groups using the grounds.

### PERSONAL PETS

Personal pets of group participants are not allowed on camp grounds.

## Guidelines for Self-Preparation of Food

If your group will be cooking your own meals at our site, we recommend reading the guidelines below to assure the health and safety of your eating area. Groups are responsible for providing all of their own dishes, food service utensils, cooking equipment, cleaning supplies and so forth.

### REFRIGERATION

- Potentially hazardous foods such as milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans or other ingredients in a form capable of supporting growth of infectious or toxic microorganisms must be stored at a temperature of 40 degrees F.
- Please monitor and record the temperature of the refrigerator on a daily basis, and report any problems to the group host immediately.

### DISH WASHING

- Wash and thoroughly rinse dishes in hot water (100 to 180 degrees F.)
- Air dry dishes and food utensils.
- Store food service utensils for eating and serving in a protected area away from dust or contamination.

### PREVENTING CONTAMINATION OF FOODS

- Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 degrees F. to 140 degrees F.
- Use only clean and sanitized utensils and equipment during food preparation.
- Clean and sanitize food contact surfaces, such as counters, cutting boards, knives etc. after each use. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times when raw food contacts those surfaces.
- Assure cooking and holding of potentially hazardous foods at appropriate temperatures.

## GROUP LEADER INFORMATION

- Implement appropriate personal hygiene procedures such as hand washing, general cleanliness and precautions with a cold, etc.

### DISPOSAL OF GARBAGE

- All garbage and rubbish containers in the kitchen and dining areas must have garbage bag liners and tight fitting lids or tied securely when not being used in food preparation or clean up.
- Remove all garbage to the dumpsters.

## Vehicles & Parking

### VEHICLES ON CAMPUS

**Driving on campus is very limited due to safety concerns and an attempt to make our campus feel rustic.** Please park in designated areas as indicated on CCSC map. **NO PARKING ALLOWED** around cabins. **SPEED LIMIT** is **10 MPH** in camp. Vehicles may be driven around camp **ONLY** to drop off luggage and equipment. Transporting passengers in open bed trucks or vehicles not designed for passengers is prohibited. CCSC does allow one vehicle to stay at the Group Leader's cabin for emergency use only.

### VEHICLE TRAFFIC AFTER DUSK

**Driving on campus after dusk is prohibited.** We **STRONGLY** encourage you to plan your program with this in mind. Our security gates will go up shortly after sundown each evening.

### VEHICLE PARKING

Designated parking in front of the main office or along the driveway is to be used by all members in Groups staying at CCSC. Please leave the flagpole circle and roads in camp free of parking so that maintenance vehicles, trash trucks, and emergency vehicles have access.

### BUS PARKING

Parking for busses must be along the driveway of the CCSC entrance. Alternate parking can be arranged if approved by the Host or Manager. Buses must offload at the circle/flagpole area and are not permitted to drive through the camp. Please leave the flagpole circle and roads in camp free of parking and park in designated areas so that maintenance vehicles, trash trucks, and emergency vehicles have access to our campus.

## Program Rules

### PROGRAM FACILITY USE

Use of designated areas is available through arrangement with the Group Administrator and Host.

### RECREATION AREAS

## GROUP LEADER INFORMATION

Tennis courts, basketball courts, soccer fields, football fields, volleyball fields, outdoor ping pong tables, baseball fields and beach access are all available for use by our user groups. Limited sports equipment is available at the main office.

### MEETING SPACES

Dining hall (when not in use for meals), Outdoor Theater, Beach House, Building 60 - Day Camp Center and the Pavilion are all meeting space areas that can be scheduled and used free of charge. **The Art Center and Boathouse carry a rental fee for use during a stay.**

### WATERFRONT & SWIMMING POLICIES

For groups utilizing our waterfront facility the following rules and regulations must be strictly adhered to:

1. **SWIMMING POOL** - Open seasonally; contact us for rates and rules.
2. **SMALL CRAFT ACTIVITIES** - Not permitted during Group Rental season.
3. **SWIMMING - NO SWIMMING WITHOUT A CERTIFIED LIFEGUARD ON DUTY.** Lifeguards must be scheduled through CCSC for a fee with advanced notice. If your group's program includes a swimming activity, you will need to contact the Group Coordinators for the appropriate paperwork and other details necessary to provide a safe and successful swim program.

## Additional Programs and Services

### CAPE COD SEA CAMPS - RECREATIONAL CHILDREN'S CAMP PROGRAMS

Resident/Overnight and Day Camps, Sports Camps, Camp Rentals.

Contact: Cape Cod Sea Camps, PO Box 1880, Brewster MA 02631 Ph: 508.896.3451 Fax: 508.896.8272 Email: [Info@capecodseacamps.com](mailto:Info@capecodseacamps.com) Web: [www.capecodseacamps.com](http://www.capecodseacamps.com)

### LINGER LONGER COTTAGES & APARTMENTS - SUMMER & OFF SEASON RENTALS

Cottages, Apartments, Beachside Lodging.

Contact: Linger Longer by the Sea, PO Box 1880, Brewster MA 02631 Ph: 508.896.7714  
Email: [Info@lingerlongerbythesea.com](mailto:Info@lingerlongerbythesea.com) Web: [www.lingerlongerbythesea.com](http://www.lingerlongerbythesea.com)

### SEAMEADOW INN BED & BREAKFAST

Bed & Breakfast in historic Brewster.

Contact: Debbie Adams, Innkeeper, 1187 Main Street, Brewster, MA 02631 Ph: 508.896.2223  
Email: [Stay@seameadowinn.com](mailto:Stay@seameadowinn.com) Web: [www.seameadowinn.com](http://www.seameadowinn.com)

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