



# PROGRAM HANDBOOK

2023 SUMMER SEASON



Dear Parents/Guardians and Participants,

We are so excited that you have chosen the Onset Bay Center as part of your children's summer adventure. Our staff is committed to ensuring that the activities your children participate in are safe, fun, and filled with a lifetime of memories on Onset Bay.

We ask that you please take the time to go over this handbook with your children to ensure the best possible summer experience. This handbook provides important information to help prepare you and your children for this summer. It includes information about the program, policies, and procedures.

If you still have questions after reading through the handbook, please don't hesitate to contact Angie Weldon, the Onset Bay Center Manager, at 508-999-6363 ext. 283 or via email at [weldon@savebuzzardsbay.org](mailto:weldon@savebuzzardsbay.org).

We cannot wait for this summer's adventures out on the water!

Sincerely,

The Onset Bay Center Staff

*ALL religions, races, countries of origin, sexual orientations, genders, ethnicities, immigration status, and abilities are welcomed at the Onset Bay Center.*

# Onset Bay Center 2023 Summer Programs

*This document serves as a guide for all participants of OBC programs and outlines behavior expectations, water safety precautions, items to bring each day, and prohibited items/actions.*

## Important contact information:

**Stuart Downie**  
Vice President of Outdoor Explorations  
Office Phone: 506-999-6363 ext. 227  
Email: [downie@savebuzzardsbay.org](mailto:downie@savebuzzardsbay.org)

**Angie Weldon**  
Onset Bay Center Manager  
Office Phone: 508-999-6363 ext. 283  
Email: [weldon@savebuzzardsbay.org](mailto:weldon@savebuzzardsbay.org)

**Quentin Chafee**  
Onset Bay Center Waterfront Manager  
Office Phone: 508-999-6363 ext. 228  
Email: [chafee@savebuzzardsbay.org](mailto:chafee@savebuzzardsbay.org)

## Arrival and Departure

We ask that all participants arrive on time and get picked up promptly to each session. Arriving late disrupts the program and distracts other participants. Please let us know if you will be late with a quick call or email. Please do not arrive more than 5 minutes early for pick-up at the end of the session. If early pick-up is necessary, please contact Angie Weldon to coordinate.

Program	Drop Off Time	Pick Up Time
Onset Bay Explorers Full-Day	8:30 AM	4: 00 PM
Beginner Youth Sailing	9:00 AM	12:00 PM
Beginner Teen Sailing	9:00 AM	12:00 PM
Intermediate Youth Sailing	1:00 PM	4:00 PM
Intermediate Teen Sailing	1:00 PM	4:00 PM

Each session will start at the Onset Bay Center located at 186 Onset Avenue, Onset, MA. Guardians will be asked to drop off children at the entrance of Onset Pier where an OBC staff member will be stationed to escort your children to the launch site. Your children will be ready for pick up at the same location as drop off. Please review the following visual and directions.

**Children should arrive ready to go, with sunscreen applied and appropriate clothing on.**



- 1- Pull into the Onset Pier.
- 2- OBC staff member will be greeting you here at your car.
- 3- Children will gather by the flagpole at the center at the beginning and end of each session.
- 4- Please pull up if there is a line of traffic behind you. An OBC staff member will signal you if you should move forward. Continue this direction to exit the lot.

**No child will be permitted to walk home unless a parent has expressly given permission. If you would like to give permission for your child to walk home, please contact Angie Weldon.**

### **What to bring to the Onset Bay Center:**

(Every child will have a cubby to use for the week at OBC)

**The Onset Bay Center will provide all equipment, supplies, and life jackets to program participants.**

#### **Mandatory Items to Bring:**

- Weather appropriate clothing: There may be some rainy and cool days where we will still be out on the water. Bring several layers to ensure children are comfortable in all conditions.
- Bathing suit, sun shirt, and appropriate swimwear for water sports. Please wear the clothes you plan to wear for activities and apply sunscreen prior to arrival.
- Secure closed-toe shoes that can get wet- Crocs, water shoes, Keens, or old sneakers are perfect. No flip flops during water activities
- Towel
- Sunscreen. We will give children opportunities to re-apply throughout the day. OBC staff will have additional sunscreen on hand in case children run out.
- Water Bottle
- Lunch, if in the Onset Bay Explorer Program.

#### **Recommended Items:**

- Hat and/or sunglasses
- Extra change of clothes
- Snacks

#### **Items to Avoid:**

- Jewelry
- Electronics
- Toys

## **Other Policies:**

### **Electronics/Cell Phones**

Please leave all electronics on shore or at home. Apart from the occasional visual presentation, OBC is screen-free. The Onset Bay Center is not responsible for electronics lost to water. We recommend keeping electronics onshore and out of sight in one of the cubbies at the Center. Staff have water tight bags for their phones in case of emergencies but use waterproof radios to communicate with other staff & local officials.

### **Water Safety Regulations**

All program participants (including staff) must wear a life jacket at all times while on a boat. This is the law for anyone under the age of 12. Children will only go in the water when supervised by staff and always with life jackets.

All participants will have swim and lifejacket checks on the first day of programs, as long as the weather conditions are safe. We ask that participants communicate personal limitations and let an OBC staff member know when they notice water hazards (hazardous underwater animals, natural features, etc.).

All OBC staff working with children hold current First Aid and CPR certifications. All staff undergo CORI checks prior to hire with our organization.

### **COVID-19 Interventions and Regulations**

The Onset Bay Center follows the MA Department of Education guidelines for children pertaining to COVID-19. Masks will not be required during program, but they will be available to all with respect to preference.

We ask that parents/guardians communicate immediately if any child has tested positive for COVID-19 or if an unvaccinated child has been exposed to someone that has tested positive for COVID-19. Hand sanitizer will be available throughout the program, and we will continue to encourage frequent handwashing, especially around eating and drinking times.

### **Emergencies**

In the event of an emergency (extreme weather, incident on the water, incident on the beach, etc.), the OBC staff will work quickly to get each group to safety and shelter in place at the Onset Bay Center facility. Parents/guardians will be contacted as soon as possible once the site is secured. Please use the contact information above to contact the OBC Manager with any concerns during these times.

### **Cancellation Policy**

Onset Bay Center will issue a full refund for cancellations more than two weeks from the start of the program. Those who cancel within two weeks from the start date, will receive a 50% refund. Cancellations that occur within 48 hours or during the session are not subject to a refund. Special consideration will be given to any cancellations due to medical concerns.

### **Discipline**

The Onset Bay Center staff expects that all participants will be respectful toward others and the environment and show responsibility for their belongings and for their actions during our programs. We believe in positive reinforcement, and we look for ways to foster and highlight excellent behavior among our participants.

**The following actions will take place if behavior becomes an issue:**

- Verbal warning and reminders from OBC Staff
- Temporary removal from program (5 minute break)
- Problem-solving conference with OBC lead staff and participant
- Call home to parent/guardian
- Removal for remainder of the day to complete a reflection
- A Behavior Contract and meeting with parent/guardian
- Removal from current and future OBC programming if behavior persists

**The following are behaviors that will not be permitted and may result in the termination of your participation at OBC:**

- Unsafe behavior
- Bullying
- Derogatory language & swearing
- Fighting, hitting, kicking, or causing physical harm
- Bringing weapons or dangerous objects
- Smoking