



CAMP LOVEWELL

CAMPER POLICIES AND PROCEDURES

Summer 2018



CAMP LOVEWELL Camper Policies and Procedures Handbook

Welcome to Camp Lovewell! **This handbook has important information necessary to prepare for camp. Please read the entire handbook thoroughly.** If you are unable to find the answers to your questions in this handbook, please call one of the Camp Lovewell directors, Jenn Slate or Jillian Towne, at (603) 881-4815.

Please note: The last page of this handbook (Camper Conduct Agreement) must be signed by the camper and parent. It must likewise be returned at least one week prior to the start of camp.

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CAMP LOVEWELL Camper Policies and Procedures Handbook

Philosophy

- We are committed to fostering an appreciation for our natural world and building a sustainable community through innovative approaches to camping.
- We strive to provide a camp environment that enables children to experience a feeling of self worth, independence, and positive self-esteem.
- We encourage campers to participate in many different activities that will challenge their mind and body, while building character and confidence.

Goals

- Provide opportunities that stimulate the development of each camper's self-esteem.
- Help each camper appreciate his/her natural surroundings and take an active role in the stewardship of our environment.
- Provide situations for each camper to set goals and challenge him/herself while discovering his or her own skills and abilities.
- Allow each camper to experience cooperation, teamwork, and positive communication.

LITTLE LOVEWELLS – Morning Session Day Camp

(Campers must be entering Kindergarten and must be completely toilet trained.)

Camp Hours: 9:00 am - 12:00 pm

Drop Off: 8:45 am - 9:00 am

Pick Up: 12:00 pm

LITTLE LOVEWELLS – Morning Session Day Camp with Extended Day

(Campers must be entering Kindergarten and must be completely toilet trained.)

Camp Hours: 9:00 - 12:00 pm

Before Camp Care: 7:30 am - 9:00 am

Camp Only Drop off: 8:45 - 9:00 am

After Camp Care: 12:00 pm - 6:00 pm

CAMP LOVEWELL

Campers entering grades 1-9

Camp Hours: 9:00 am - 4:00 pm

Before Camp Care: 7:30 am - 9:00 am

Camp Only Drop off: 8:45 am - 9:00 am

Pick Up: 4:00 pm

After Camp Care: 4:00 pm - 6:00 pm

BEFORE CAMP DROP OFF ONLY: 7:30 am - 8:45 am

Before camp drop-off will be at the main childcare building.

STANDARD CAMP DROP OFF: 8:45 am- 9:00 am

Campers will be dropped off at the check-in tent, located at the far end of the parking lot. Please proceed down the driveway, around the traffic circle, and enter the parking lot. **All campers must be dropped off in the carpool line. Parents and campers must wait in their cars** until they are instructed by the camp greeter to pull up. Your camper(s) will then be greeted by a staff member, who will escort them out of the car to join

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their group for attendance, until camp starts at 9:00 am, whereupon they will be escorted by their counselor(s) to the camp barn. **DO NOT PARK IN OR LEAVE YOUR CAR UNATTENDED IN THE CARPOOL LINE.** If, on the first day of camp, you feel you need to escort your child personally, you may park in the parking lot and walk him/her to check-in the tent.

CAMP PICK-UP: 12:00 pm (Half Day; Little Lovewells only) 3:45 pm- 4:15 pm (Full Day)

At pick up, the camper will be escorted to the car and the parent is then responsible for assisting the child into the car and fastening his/her seatbelt. **You must wait in your car** in the carpool line until your child is brought to you. We may ask for ID on the first day or two until we are familiar with faces. Please have your ID ready at pick up. **Parents should not park in the carpool line or get out of their cars.** We would like the flow of pick up to go as quickly and smoothly as possible. Please be patient. It will take a few minutes to move the car pool line along. **DO NOT PARK IN OR LEAVE YOUR CAR UNATTENDED IN THE CARPOOL LINE.**

AFTER CAMP: 4:00 am - 6:00 pm

Children will be offered a light snack and they will play games, do crafts, etc. Swimming during after-camp is not available.

LATE PICK UP: Campers must be picked up at the time designated. **THIS IS STRICTLY ENFORCED!**

The camp closes promptly at 6:00 pm. A penalty is charged for picking up campers late.

A \$1.00 late fee will be charged for every minute you are late.

Camper Dismissal to Non-Authorized Individual: For your child's protection, we ask that a note be brought to camp prior to dismissing the child with anyone other than authorized individuals stated on the registration form. NO child will be allowed to leave without prior written permission. Anyone picking up a camper other than the parent/guardian must have ID ready at the time of pick up.

Early Camper Dismissal: **We strongly discourage early pick up requests as this is an outdoor adventure camp and the campers are often off-site in the woods or at the pond.** In addition, in order to maintain staff to camper ratios, counselors are not able to leave the group to escort campers to the office. Campers will not be allowed to leave their group and proceed to the office unattended. **Please schedule all appointments for your child for after camp hours. If you absolutely require that your child be picked up early, you must provide the office with a note. *If adequate notice is not provided, then we cannot ensure your child will be ready and waiting for you upon your arrival.*** Your child will be brought to the office at the most convenient time and will miss out on scheduled activities

Parking: **When entering camp property, please adhere to our 10 miles per hour speed limit and parking access.** Do not park along the side of the driveway or in the circle. Fire and car pool lanes must be kept clear at all times. Please be sure to make a complete stop at the stop sign in front of the cross walk for the safety of our campers.

Visiting: Anyone wanting to visit is more than welcome, however **prior arrangements must be made with the Camp Director.** The safety of our campers is of the utmost importance and appointments assist us in assuring strangers are not wandering on camp premises.

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Weather: Camp is a total outdoor experience. Camp activities happen in all kinds of weather and will be modified during threatening weather (thunderstorms or extreme heat). We will have the school building to use in case of severe weather. In mild, rainy weather, we will continue to be outside or in the tent. **It is very important that campers bring raincoats and boots on rainy days.**

Camp Emergencies: In the event of a camp emergency we will follow our FEMA Emergency Response Plan. If there is a change of location of pick up or drop off of campers, parents/guardians will be telephoned at the day-time phone number provided, as well as emailed to the email address provided on the registration form. Please do not call the camp if there is an actual emergency, as we will need to keep the phone lines open for emergency procedures.

Bus use: Campers would only be transported via our own bus in the event of a real emergency. ALL riders, including the driver, must adhere to the safety rules posted in the van and seatbelts worn at all times. If an event takes place that would require transporting your child, you will be notified.

Vehicles at camp: Campers and Parents may not leave their car at camp. Camper or Parent vehicles may not be used for the execution of camp programs or camp business.

Absences: If your child will not be attending camp please call the night before or on the morning of camp and leave a message on the camp's voicemail. It is important that you call each day they are absent. Your cooperation is very important for our attendance system. If your child is not at camp and we are not notified of their absences or tardiness, a call will be made by the Camp Director to verify absences.

If your child is going to be absent, please call Camp Lovewell at (603) 881-4815.

Refund Policy: A non-refundable \$25 registration fee and camp tuition fee are due upon camp registration. ***There is no refund or reductions for any reason once a child is registered.*** No refunds are made for days that a camper is absent, regardless of reason.

There will be no refunds or make-ups for missed horseback riding lessons.

Payment Information: The remaining balance for camp is due by June 1st. A \$40.00 processing fee will be charged for all returned checks. Cost for horseback riding lessons will be an additional charge and payments are due by June 1st.

Directions: Camp Lovewell is located on The Nature of Things, LLC/2nd Nature Academy Campus. **From Route 3 N or S**, take Exit 5W toward Hollis/111-A. Main Dunstable Road will turn into Groton Road. Yudicky softball fields will be on the right; our driveway is just past the fields on the left hand side of the road. Look for the white fence and the red horse barn. **From Hollis** take 111-A toward Nashua. The campus will be on the right, about 1.5 miles after Alpine Grove.

Lunches and Snacks

Lunches and snacks are to be provided by the campers. ***Microwaves and refrigeration are not available - please pack accordingly.*** A reusable ice pack is recommended. No glass bottles, candy, or soda. Occasionally an afternoon snack of popsicles or an ice cream treat may be provided.

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Friday is Pizza Day! Pizza may be ordered for Fridays' lunches for \$5.00. Pizza lunch includes: 2 slices of pizza, veggie/fruit and a drink. If your camper does not want to take part in the pizza lunch, you must pack a lunch for that day. Pizza slips are passed out early in the week and **must be returned** by Wednesday afternoon with \$5.00 (**cash only-exact change; no prepaying for future**). NO pizza orders will be accepted on Friday.

Food Allergies: If a camper has a food intolerance or food allergy, it is the parent/guardian's duty to inform the camp administration of any such conditions. Precautions, treatment, and an emergency plan must be included in a written document from the camper's physician provided no later than the first day of camp.

Camp Lovewell will make all reasonable attempts to keep the camper safe. Campers will be instructed to sit at the peanut-free area to avoid cross contamination. Campers are expected to wash their hands and face after eating lunch, and the staff sanitizes tables after meals and snacks.

Health

- Health History form must be completed for each child that is attending camp. The health history is required by ACA standards. (**Health History Form is available online**)
- A signed copy of a recent physical based on an exam within 24 months of the first day of the camper's session is also required by the State of NH Youth Recreation Camp Licensing requirements.
- Campers will not be permitted to remain at camp if a completed, signed health exam/health history form is not submitted by the camper's first day of camp.
- Immunization exemption-if your child is exempt from immunization a letter must accompany the health exam/health history form stating the exemption. Immunization exemption forms are available from the Camp Director. This form must be notarized.

Medications

- **ALL MEDICATION MUST BE SIGNED-IN, BY A PARENT, AT THE MAIN OFFICE IN THE WHITE BUILDING. DO NOT GIVE ANY MEDICATION TO A CAMP COUNSELOR OR ALLOW YOUR CHILD TO BRING MEDICATION TO CAMP.**
- **ALL MEDICATION MUST BE SIGNED-OUT AT THE MAIN OFFICE. COUNSELORS ARE NOT ALLOWED TO HAND MEDICATION TO CHILDREN OR PARENTS.**
- If your child will be on medication while at camp, it must be provided in its original container with the camper's name and dosage clearly marked. Medication will only be distributed per label instructions unless otherwise accompanied by a doctor's note.

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- Over the counter medications may be distributed to campers, per parent request and **MUST BE** supplied by the parent. A signed instruction/permission slip must be filled out. Campers may not keep any medications in their possession at camp. Asthma inhalers are the only exception to this rule.
- Medications will only distributed by the camp's Health Supervisor, Camp Director, or other Camp Lovewell qualified staff. A medication authorization form must be completed to administer medication to your child. Forms can be obtained by calling the camp office at 603-881-4815.
- EPI-pens (Epinephrine) -If your child requires an EPI-pen while at camp, one must be supplied by the parent with a prescription label adhered to the EPI-pen (**NOT THE BOX**) with the camper's name and dosage amount clearly marked. EPI-pens will be kept in the possession of the camp counselor and returned to the office at the end of each camp day.

We require that you keep your camper home if they show the following symptoms:

- The camper has a fever of 101 degrees and it is accompanied by at least one other symptom.
- The camper has had a fever during the past 24 hours and required medication.
- The camper has been vomiting, has had more than one episode of diarrhea, or is complaining of nausea or stomachache.
- The camper has or is suspected of having conjunctivitis.
- The camper has a rash or skin lesion, which has not been diagnosed or treated by a licensed health care provider.
- The camper shows extreme lethargy or fatigue.
- The camper has uncontrolled coughing or wheezing.
- The camper has strep throat (must be on antibiotics for 24 hours)
- The camper has lice.

If your camper becomes sick with any of the above, or has suffered an injury that would exclude them from the camp program, he/she will be isolated and made as comfortable as possible until a parent/guardian can be contacted and comes to pick up the child. **Campers must be picked up within 1 ½ hours of notification.**

If the camper is sent home sick with vomiting, diarrhea, a fever, etc., he/she will **NOT** be able to return to the program until symptom free (without medication) for 24 hours. In the case of a contagious disease such as strep throat or conjunctivitis, campers must be on antibiotics for at least 24 hours before being readmitted to camp. Fees are not refundable when campers are sent home early and/or miss a day because of illness.

Injuries: If your child ever becomes injured at camp, beyond the scope of basic first aid, the parent and Camp Director will decide on the next appropriate action, keeping in mind the safety of the injured camper and the other campers and staff.

Pool Policies

1. All swimmers must wear a bathing suit.
2. All swimmers must be swim tested at the start of each camp session. This test will determine which end of the pool the camper will be allowed to swim in.
3. If campers pass the swim test, parents will be notified.

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4. If the camper is a non-swimmer, parents must provide their child with a **US Coast Guard certified life vest**.
5. All swimmers with hair that is long enough to secure back must either wear a swim cap or tightly secure hair with a proper-fitting hair elastic. Swimmers who do not have hair tightly secured will not be admitted into the pool.
6. All swimmers must use the bathroom before entering the pool.
7. If a swimmer defecates in the pool, the pool must be closed until cleaned and sanitized.
8. All swimmers must shower completely before entering the pool (body, head, hair, etc.)
9. The pool deck can be slippery when wet. Running on deck is strictly prohibited.
10. Diving is not allowed anywhere in the pool. Feet-first jumps are allowed in designated areas.
11. Rough play, pushing, pulling, splashing, etc. are not allowed.
12. Swimmers must use stairs or ladder to enter or exit the pool.
13. Food is not allowed in the pool area.
14. The pool may be closed in the event of inclement weather.
15. Pool chemicals are checked throughout the day and balanced accordingly. In the event that the pool water cannot be balanced, the pool will be closed for the day and alternative water activities will be scheduled.
16. The lifeguard is responsible for enforcing the pool rules. Any camper not adhering to pool rules will lose their pool privileges.

Conduct

Camper Behavior: Camp should be a positive learning and play experience. All campers should feel accepted, acknowledged, appreciated, and included. Campers should feel safe to express themselves, take risks, act silly, try new experiences, and make new friends. In order to provide a positive camp experience for all campers, the following rules must be adhered to:

- Campers are expected to be considerate and courteous to other campers and counselors.
- Campers are expected to respect the individual needs and limitation of other campers.
- Campers are expected to be cooperative and participate in a variety of camp activities. Campers will have the opportunity to decide on some activities during their camp day.
- Campers are expected to communicate their needs, feelings, fears, and concerns with counselors.
- Campers are expected to work with others in a cooperative, team atmosphere.
- Campers are expected to solve problems and issues in a calm and effective manner using constructive verbal communication.
- Gossip, negative comments, name-calling, exclusion, verbal harassment, swearing, hitting, fighting, bullying, physical harassment, and abuse are not permitted and will not be tolerated. Campers who consistently exhibit any of these behaviors will be expelled from camp.
- Smoking, and/or use of possession of drugs or alcohol at camp, in the bus or on out-of-camp trips is not permitted. Campers who exhibit any of these behaviors will be expelled from camp.
- Cell phone or electronic devices are not permitted at camp.
- If behavior becomes a problem, parents will be asked to meet with the Camp Director to resolve the issue.

Camper Conduct Agreement: A camper conduct agreement is included in the packet. Please read this over with your child. Both the camper and the parent must sign the form and return it at the time of registration.

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What to Bring

- **Clearly label all of your child's belongings.**
- **A backpack or Duffle Bag is required for keeping all of camper gear together.**
- Bathing Suit
- Towel
- Sunscreen & Bug Spray (for ticks & mosquitoes) - **Parents must apply a layer before the camper comes to camp and provide a bottle of each for camp.**
- Extra change of clothes including shorts/pants, t-shirt, underwear, and socks. Campers should wear old clothes as clothes may become soiled or torn due to the nature of camp activities.
- Water Bottle (Water will be available to refill bottle throughout the day.)
- Closed toed, well fitting-supportive shoes/sneakers (**Flip flops, sandals, crocs and clogs are NOT allowed for outdoor activities**). **If children do not have adequate footwear, they will not be allowed to participate in certain activities.**
- Water Shoes (Keens, Tevas, etc.) are acceptable as long as they have closed toes.
- Non-swimmers must provide their own **US Coast Guard certified life-vest** to use in the pool.
 - Non-certified life vests or swim aids will not be allowed in the pool or at the pond.
 - The camp provides life vests for pond activities.
- Morning Snack & Lunch - healthy & non-refrigerated. A reusable ice pack is recommended.
- Raincoat and rain boots are highly recommended for rainy days. Outdoor activities will continue to take place on rainy days.

Please make sure that everything your camper brings to camp is labeled with his/her name. All items left behind at the end of each camp session will be discarded or donated to charity.

Lost and Found: Please discuss with your camper your expectations regarding care of their possessions. Any found items, unclaimed, will be given to a local charity at the end of the camp season. **If your camper comes home missing any items, please contact camp right away do not wait until the session is over.**

What Not to Bring

- Toys & stuffed animals
- Cell phones
- Electronic games, personal stereos (CD players/ipods/MP3 players)
- Trading cards (Yu-Gi-Oh, Pokemon etc.)
- Japanese erasers or other toy collectables
- Silly Bandz, Crazy Bands, or other silicone bracelets
- Money
- Personal sports equipment, unless required for a specific, requested activity
- Pets or animals of any kind
- Weapons of any type-including knives, BB guns, fire arms and ammunition

Camp Lovewell cannot be held responsible for items lost or damaged.

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A Typical Day at CAMP LOVEWELL

Each camp week (session) focuses on a wide variety of outdoor camp related activities. All of our activities emphasize cooperation in a safe and inclusive environment. Our 'typical' camp day is structured. Each day the campers will have a recreational free swim. During the week, campers will participate in a wide variety of games, sports, archery, nature, and pond life activities, boating, ropes course elements, team building, arts and crafts, hikes and nature walks.

When your child is registered for Camp Lovewell, we will put them into groups according to age and the grade they will be entering in the fall. Activities are planned according to your child's age and ability. While it cannot be guaranteed, we will do our best to place your child with a friend or sibling upon your request, but please keep in mind age appropriateness and ability.

Group ratios are 1 staff for every 6-10 campers, depending on the age of the campers.

Horseback Riding Lessons

- Horseback riding lessons are offered to campers ages 6 years and older at an additional cost.
- Lessons are given by a licensed instructor and trained assistants.
- Lesson time may include horsemanship, grooming, tacking, stall cleaning, safety, care, and theory.
- Lessons are on a first come, first serve basis and must be signed up for and paid for in advance.
- We will do our best to schedule lessons so they not disrupt the camp activities or exclude your camper from being a part of everything possible.
- Campers must come prepared to ride. There will be no refunds or make-ups for missed lessons.

Swimming and Kayaking

- These activities are done under the supervision of a certified lifeguard.
- No camper will be permitted in a kayak or swim in the pond without a properly fitting regulation style PFD (personal floatation device).
- Kayaking is offered to campers who are 6 years and older.
- Swimmers wearing any floatation device will NOT be allowed to swim in the deep section of the pool or pond.
- Daily recreational free swim is in a pool with a certified lifeguard and watchers on deck at all times.
- All campers will be tested for their ability level and staff will determine if a camper is permitted to swim in the deep section of the pool.
- All campers will understand pool rules completely before entering the pool area, including buddy checks and pool evacuation procedures.
- In the event of inclement or cold weather, swimming and/or boating may be cancelled.
- The amount of swim time will vary week to week depending on the number of campers in attendance.

Archery Instruction

- Children ages 8 and up will participate in archery.
- Occasionally archery is offered to children at age 6; however it is not guaranteed.
- A Level 1 certified archery instructor provides archery instruction.
- Campers who do not follow all safety guidelines will have their archery privileges revoked.

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Low Ropes/Teambuilding Activities

- Children ages 8 and up will participate in low ropes elements.
- Ropes course facilitators are qualified, trained instructors according to ACA standards.
- No camper will be allowed on the ropes course until they undergo a series of activities including teambuilding, spotting, trust falls, and safety instruction.
- Campers who do not follow all safety guidelines will have their ropes course privileges revoked.

Sports, Games, Drama, Arts & Crafts, Gardening, Hiking, and all other Activities

- Competitive and noncompetitive sports, games, and other activities are scheduled each week.
- Campers are expected to participate in all activities.
- Good sportsmanship, teamwork, and cooperation are expected of all campers.

A Typical Day at **LITTLE LOVEWELLS**

Group ratios are 1 staff member for every 6 campers. Each camp week (session) focuses on a wide variety of both indoor and outdoor camp related activities. All of our activities emphasize cooperation in a non-competitive environment. Our 'typical' camp day is structured. Each day the campers will have a recreational free swim. During the week, campers will participate in a wide variety of games, nature and pond life activities, arts and crafts, and nature walks.

Daily recreational free swim is in a pool with a certified lifeguard and watchers on deck at all times. All campers will be tested for their ability level and staff will determine if a camper is permitted to swim in the deep section of the pool. All campers will understand pool rules completely before entering the pool area including buddy-checks and pool evacuation procedures.

Swimmers requiring flotation devices MUST wear US Coast Guard approved flotation.

Inflatable "swimmies", rings, toys, etc. are not acceptable swimming aids.

Swimmers wearing any flotation device will NOT be allowed to swim in the deep section of the pool.

Necessary Forms

The following forms must be submitted at time of registration. No registration will be complete until all forms are received and balance is paid in full.

- Registration Form completely filled out, front and back, and signed
- Camper Health History Form
- Copy (front and back) of insurance card
- Current immunization records
- Physicians well-child physical form (obtained from pediatrician; dated within 24 months of camp session)
- Animal waiver/horseback riding waiver
- Camper Conduct Agreement (Signed by parent and child)

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CAMP LOVEWELL Camper Conduct Agreement

Camper's Name: _____

One of our goals at camp is to provide all children with a positive nature experience while building character and confidence. In an effort to attain this goal, an environment of safety and comfort needs to exist. We feel this is an integral part of the learning process at camp. We want the camper to read the following with their parent, and for the parent to make sure that the camper understands what is expected of them while at camp.

It is important that both the camper and his/her parent/guardian sign the conduct agreement with the intention of following it.

1. All campers need to respect other campers, staff, and themselves and be accepting of all individuals.
2. All campers need to respect camp property and other campers' property.
3. All campers need to follow the rules of camp, during camp as well as on out-of-camp trips.
4. Profanity, fighting, bullying as well as threatening, exclusionary, harassing, or disruptive behavior of any kind will not be tolerated at camp, in the bus, or on out-of-camp trips.
5. Smoking, and/or use or possession of drugs or alcohol at camp, on out-of-camp trips or on the bus is not permitted.
6. Weapons of any type including-knives, BB guns, firearms and ammunition, sharp sticks, etc. are not permitted.
7. Each camper must be a willing, cooperative participant in daily program planning.
8. Campers are responsible for taking care of their own belongings.
9. Campers are responsible for picking up trash and leaving property and woods as they found them.
10. Campers are responsible for communicating needs, feelings, fears, etc. with counselors.

When a camper violates one of these rules, and allows others to be denied the full experience of camp, the following steps will be taken:

- Step 1: Camper will be given a time-away from the group (take a breather) period.
Step 2: The Camp Director will give Camper a warning and the parent/guardian will be notified.
Step 3: If the behavior or attitude has not improved within a time agreed upon the parent/guardian will be notified and will need to make arrangements for the child to leave camp.



Cut here and return the signed slip with the registration packet.

Keep the above copy of the agreement for your records. Please submit one slip per camper.

We both have read the *Camper Policies and Procedures Handbook* and the *Camper Conduct Agreement*. We understand it and agree to follow the camp rules as outlined in the *Camper Policies and Procedures Handbook* and posted throughout the camp including in the barn and at the pool.

Camper's Full Name (printed) _____

Camper Signature _____ Date _____

Parent/guardian Signature _____ Date _____