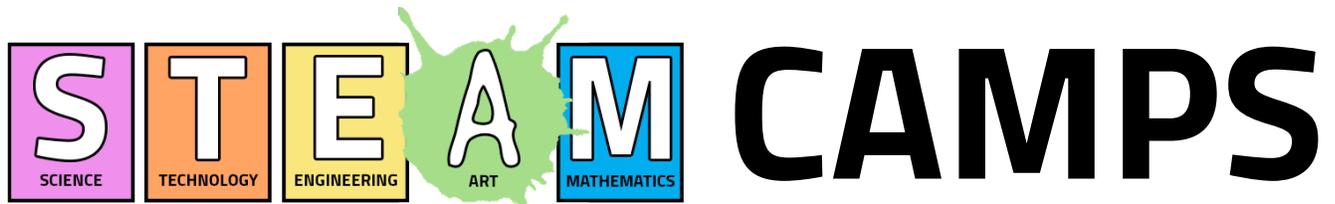


The Enrichment Center  
@ 2<sup>nd</sup> Nature Academy



# Camper Policies and Procedures

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10 Groton Road, Nashua, NH 03062 ♦ (603) 881-4815  
[www.enrich2day.com](http://www.enrich2day.com) ♦ [www.paintedturtartstudio.com](http://www.paintedturtartstudio.com)

Welcome to The Enrichment Center @ 2<sup>nd</sup> Nature Academy, home to Brainwave Summer Camps and The Painted Turtle Art Camps! **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 contact us at (603) 881-4815, [enrichment@tnotgroup.com](mailto:enrichment@tnotgroup.com), or [paintedturtle@tnotgroup.com](mailto:paintedturtle@tnotgroup.com).

**Please note: The Camper Conduct Agreement (part of the camp registration packet) 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 Basics

### Ages

Our weekly camps are for children 6-14 years old and entering first grade or higher. Each camp is designed for a specific age group. Please review our current season's offerings for more information!

### Schedule

**Standard Day Camp Hours:** 9:00 am - 4:00 pm

**Extended Day Care\*:** 7:30 am - 9:00 am and 4:00 pm – 6:00pm

*\*Available at an additional weekly cost.*

### Location & Contact Information

2<sup>nd</sup> Nature Academy Campus

10 Groton Road

Nashua, NH 03062



(603) 881-4815

[www.Enrich2day.com](http://www.Enrich2day.com)  
[enrichment@tnotgroup.com](mailto:enrichment@tnotgroup.com)

[www.PaintedTurtleArtStudio.com](http://www.PaintedTurtleArtStudio.com)  
[paintedturtle@tnotgroup.com](mailto:paintedturtle@tnotgroup.com)

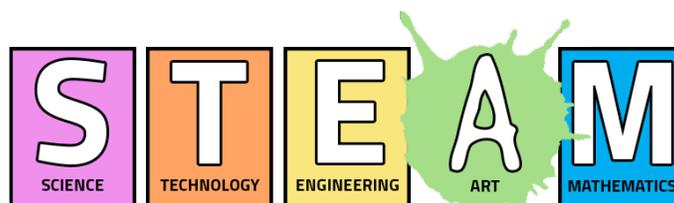
### Directions

**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.

### **Mission**

**The Enrichment Center @ 2nd Nature Academy:** To foster a sense of adventure in lifelong learning and to nourish inquisitive minds through quality, multimodal educational programs for students of all ages.

**The Painted Turtle Art Studio:** To encourage and nurture a community that is curious and passionate about fine and imaginative arts. A haven for creators and makers, we strive to cultivate creative spirit and challenge students to reach, and then grow beyond, their goals.



## Carpool

### Parents should not:

- park in the carpool line.
- get out of their cars while in the carpool line.
- leave a car unattended in the carpool line.

### MORNING CARPOOL: 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 be greeted by a staff member at the welcome tent, where they will be signed in, and then join all campers under counselor supervision until camp starts at 9:00 am. At starting time, campers will be called to gather in groups for their specific camp and attendance checked again.

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.

### AFTERNOON CARPOOL: 3:45 pm - 4:15 pm

At pick up, the camper will be escorted to the car and signed out. The parent/guardian is then responsible for assisting the child into the car and fastening his/her seatbelt. **If your child requires seatbelt fastening assistance or you wish to move or reorganize his/her belongings, you must first pull out of the carpool line.**

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. 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.

## Extended Day

*Extended day is offered at an additional weekly cost.*

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

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

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

Children will be offered a light snack and they will play games, do crafts, etc.

Parking on the outer lane of the carpool circle (closer to the buildings) is reserved for parents/guardians with infants/toddlers in the childcare center. If you need to park, you may do so in the lot.

## Late Pick-up Fees

*Campers must be picked up at the time designated.*

**THIS IS STRICTLY ENFORCED!**

### **For day campers not picked up by 4:00 pm carpool:**

If your camper is not enrolled in extended day care for the week and is picked up later than afternoon carpool, you will be billed for the full extended care daily rate of \$20.00. Due to staffing and ratios, we cannot guarantee that your camper will be able to join the aftercare group in this scenario.

### **2<sup>nd</sup> Nature Academy campus closes promptly at 6:00 pm.**

A penalty is charged for picking up children after 6:00 pm. A \$10.00 late fee is charged after 6:00 pm, followed by an additional \$1.00 per minute for every minute you are late. Repeated offenses could result in termination of camp enrollment. In the event of an emergency, please call the campus.

## Early Dismissals & Late Arrivals

**We discourage early dismissal requests and late drop-offs, because some of our camps will have activities across the expansive 2<sup>nd</sup> Nature Academy campus.**

- Please schedule all appointments for your child for after camp hours.
- If you absolutely require that your child be picked up early or dropped off late, you must provide the office with a note with adequate advanced notice (at least two business days prior).
- *If adequate notice is not provided, then we cannot ensure your child will be ready and waiting for you upon your arrival and/or that your child will be able to join camp promptly.*
- All tardy arrival/early dismissal campers must be signed in/out in the main office, located in Nature's Pathways early childhood building.

### **Campus Security and Ratio Protocols affect early dismissals/late arrivals.**

Please note that our campus is expansive and activities occur both across campus and the Dunstable Rural Land Trust. As such, a late arrival/early departure camper is subject to miss one or many activities in his/her camp day. Without advanced notice, we cannot guarantee swift escort of your child to/from camp, and they may be waiting in the front office of the early childhood building longer than desired.

- In order to maintain staff to camper ratios, counselors are not able to freely leave the group to escort campers to the office.
- Campers are not permitted, under any circumstances, to leave their group and proceed to the office unattended.
- Parents/guardians are prohibited from freely walking about campus to pick-up/drop-off their campers. Please review our Visitor Policy for more information.

### **With adequate notice (a parent/guardian note provided 2+ business days prior):**

We will strive to accommodate your request with as little disruption to your child's camp day as possible. Your child will be brought to the office at the most convenient time and may miss out on scheduled activities.

**Without adequate notice (as defined above):**

Your child will be brought to the office at the closest predesignated time and will likely miss out on scheduled activities. These times are *roughly*:

- For late arrivals, after 9:00am:
  - 9:30 am
  - 12:45 pm
- For early dismissals, prior to 4:00pm:
  - 12:00 pm
  - 3:00 pm

*We cannot accommodate requested pick-ups shortly before carpool, as all camp staff is busy overseeing camp clean-up and the entire camp comes to carpool together for 4:00pm.*

### 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.

### Campus Safety and Security

**Driving and Parking:**

- **When entering camp property, please adhere to our 10 miles per hour speed limit and parking access.**
- Please be sure to make a complete stop at the stop sign in front of the cross walk for the safety of our campers. When safe, proceed into the rotary/circle counter-clockwise; do not drive in the rotary clockwise and do not pass other cars.
- Do not park along the side of the driveway or in the circle. *Parking on the outer lane of the carpool circle (closer to the buildings) is reserved for parents/guardians with infants/toddlers in the childcare center. If you need to park, you may do so in the lot.*
- Fire and carpool lanes must be kept clear at all times.

**Visitors: Anyone wanting to visit may only do so by making prior arrangements 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. Camp staff is trained to initiate emergency protocol when unidentified strangers are present on campus and cannot be expected to recognize unescorted camp visitors.

**Weather:** Our camps are designed to offer an indoor/outdoor experience. Camp activities happen in all kinds of weather and will be modified during threatening weather (thunderstorms or extreme heat).

We will utilize the school buildings in cases of severe weather. **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.*

**Vehicles at camp:** Parents/guardians may not leave their car at camp. Parent/guardian 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 at (603) 881-4815.**

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.

## Payments and Refunds

**Payment Information:** The remaining balance for camp is due by June 1<sup>st</sup>. A \$40.00 processing fee will be charged for all returned checks.

**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.

## Lunches and Snacks

- Lunches and snacks for two snack-breaks 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.

**Friday is Pizza Day!** For Fridays, a pizza lunch may be pre-ordered from Rambling House Campus Café for \$6.00 (cash only; exact change). Order forms will be sent home at the start of the week and all order must be submitted by Wednesday. We cannot guarantee that late orders will be honored; 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.

The Enrichment Center @ 2<sup>nd</sup> Nature Academy 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

### Required Health Form:

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 attend/remain at camp if this is not submitted prior to the start 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/GUARDIAN, WITH A CAMP DIRECTOR OR ASSISTANT DIRECTOR OR AT THE MAIN OFFICE. DO NOT GIVE ANY MEDICATION TO A CAMP COUNSELOR OR ALLOW YOUR CHILD TO BRING MEDICATION TO CAMP.**
- **ALL MEDICATION MUST BE SIGNED-OUT WITH A CAMP DIRECTOR OR ASSISTANT DIRECTOR OR AT THE MAIN OFFICE. COUNSELORS ARE NOT ALLOWED TO HAND MEDICATION TO CHILDREN OR PARENTS/GUARDIANS.**
- 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.
- 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.

## Illness & Injury

**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.

## 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, unless specifically allowed for use during camp-associated projects.
- Campers are expected to be responsible with tools, equipment, and devices used at camp.
- Campers are expected to treat the classrooms and property with respect.
- 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 camp registration materials. 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.

### 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 and towel for water activities (if requested)
- 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.
- Refillable 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.**
- Morning snack & lunch (healthy & non-refrigerated); A reusable ice pack is recommended.
- Raincoat and rain boots are highly recommended for rainy days. Outdoor recess activities may 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, unless specifically allowed for use during camp-associated projects.
- 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

**The Enrichment Center @ 2<sup>nd</sup> Nature Academy cannot be held responsible for items lost or damaged.**

### Discipline

At The Enrichment Center @ 2<sup>nd</sup> Nature Academy, we believe that campers are responsible for their actions and need to be held accountable for their decisions. They need to know adults care enough for them to ensure that they adhere to camp rules. It is the counselor's responsibility to maintain good discipline during camp. Misbehavior will result in corrective action by counselors or referral to the camp director.

In establishing a discipline policy, it is important to focus on encouraging campers to make good choices and in being responsible for their behavior. In making these decisions, campers learn that there are natural and logical consequences for their actions. Our job as counselors and parents is to guide campers to make appropriate choices and to assist them in learning from their mistakes.

The Enrichment Center @ 2<sup>nd</sup> Nature Academy uses positive discipline methods to curb unwanted behaviors. When rules are broken repetitively, students are sent to the camp director to discuss their behavior. If the behavior is of a more severe nature, then an Incident Report Form will be sent home and further actions may be taken. Incident Report Forms MUST be signed by a parent/guardian and returned to camp.

For repeated, severe behaviors requiring greater disciplinary action, privileges may be revoked and consequences may result in suspension and/or expulsion from The Enrichment Center @ 2<sup>nd</sup> Nature Academy.

## Bullying

The Enrichment Center @ 2<sup>nd</sup> Nature Academy is committed to a safe and civil educational environment for all campers, employees, volunteers and patrons free from harassment, intimidation or bullying. Bullying is a form of abuse. It comprises repeated acts, occurring over time, that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance may be social power and/or physical power. The victim of bullying is sometimes referred to as a target. It typically involves subtle methods of coercion such as psychological manipulation. Bullying includes exclusion, gossip, threats, and non-verbal body language as well as physical violence.

Bullying consists of five basic types of abuse:

- Emotional
- Verbal
- Physical
- Written
- Cyber

Persons who believe they have been subjected to bullying should immediately bring a grievance to the attention of a trusted adult, counselor, assistant director, or director. Similarly, if a person has any questions as to whether certain conduct is unlawfully discriminatory, or constitutes bullying, the grievant is encouraged to speak with the camp director. The Enrichment Center @ 2<sup>nd</sup> Nature Academy will not tolerate any form of bullying by any camper, staff member, counselor, etc. If it is suspected that bullying is taking place, if founded, the following measures will be taken:

- Meeting with student and parents/guardians
- Corrective action plan

If actions are repeated, the offending student will face:

1. Suspension
2. Expulsion

## 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 packet completely filled out, front and back, and signed
  - Registration forms
  - Camper Conduct Agreement (Signed by parent and child)
  - Waiver & Release of Liability
  - Camp Week & Payment Schedule *with T-shirt Order (for campers registered/paid by June 1<sup>st</sup>)*
- Health Forms
  - Physicians well-child physical form (obtained from pediatrician; dated within 24 months of camp session)
  - Current immunization records