WELCOME TO SUMMER CAMP 2020 At the Coastal Center at Milford Point

Below you will find a detailed list of logistical information that you need to prepare for your child’s participation in The Connecticut Audubon Society's Summer Camp.

PLEASE READ this document carefully and retain a copy for your reference.

CAMP CLOTHING & GEAR -- all gear should be labeled with child’s name
- Back Pack to hold change of clothes, towel, etc.
- Water bottle -- FULL, refillable & LABELED with your child’s name (16-32 ounces suggested)
- Play clothes and shoes that can get dirty during outdoor explorations
  - t-shirt and shorts, etc.
  - close-toed shoes or sneakers – NO flip flop type footwear
  - sweatshirt or light jacket
- Water Exploration clothes and shoes -- that can get wet and dry quickly
  - nylon shorts, (or bathing suit)
  - t-shirt or sun shirt --this is required for all campers**
  - water shoes: closed-toed water sandals, Tevas, croc-style shoes--NO flip flops
**All campers must wear a sun-shirt, t-shirt, or similar shirt during beach & marsh explorations.
- Sun Hat -- strongly recommended for all outdoor activities
- Beach Towel
- Sunglasses (optional)

If it is necessary for your child to change their clothing during the camp day, they must be able to do so by themselves.

DO NOT BRING OR WEAR
- Personal items such as electronics, toys, games, pocket knives, stuffed animals. Camp staff is NOT responsible for these items.
- Flip-flops, open-toed shoes or sandals, or party shoes
- “Party clothes” dresses, skirts, etc.
- No pull-ups or diapers---all children must be toilet-trained.

SUNSCREEN & INSECT REPELLENT
- Please apply these before your child enters the building: at home, parking lot, etc.
- These items must be applied outdoors due to allergy concerns.
- Please label all containers of sunscreen and/or insect repellant with your child’s name. Campers may reapply sunscreen during the day by themselves with written parental permission.

TICKS
- Every afternoon/night, please take a few moments to check your child for ticks. An excellent time is at bath time or just before bed – especially check behind the knees, underwear lines, underarms, and on the back of the neck (near hairline).
HEALTH AND INFORMATION FORMS
These are required no later than 2 weeks before the first day of your child’s camp session.

- All required Forms can be found on our website: ctaudubon.org
  o Health Record and Information Form
  o Authorization to Administer Medication Form—only if bringing medications to camp
  o Individual Plan of Care Form for a Child with Special Health Care Need or Disabilities—if bringing medications to camp.
  o Authorized Dismissal Form

- Health Record and Information Form
  o A physical examination, or health status certification, including a complete immunization history, completed by a physician, advanced practice nurse, registered nurse or a physician's assistant is required, per State mandated Health regulations.
  o Health forms can be submitted from a preschool or school.

- Authorization to Administer Medication Form
  o The Connecticut Audubon Society Summer Camp will accept prescription medication only when accompanied by properly completed Authorization to Administer Medication Form for School, Child Care and Youth Camp Personnel signed by BOTH the physician and parent/guardian.
  o The Authorization to Administer Medication Form must be
    ▪ completed by both prescribing physician and parent/guardian.
    ▪ completed for all prescription and non-prescription medications.
  o Prescription medications must be in the original container with the prescription label showing the child’s name.
    ▪ All Epi-Pens and inhalers must be accompanied by a prescription box/label.
  o Non-prescription medication must be labeled with camper’s name and must be accompanied by a properly completed Authorization to Administer Medication Form.
  o Child’s name and dosage of the medication on the prescription box/label must match exactly the child’s name and dosage of the medication listed on the Authorization Form.
    ▪ For instance, if the Authorization form says “Benadryl”, we can only accept the prescribed “Benadryl” not a generic substitution.
    ▪ For instance, if the child’s name on the Authorization to Administer Medication Form is listed as “Sammy F. Jones”, we can only accept the prescribed medication if the prescription label lists your child’s name as “Sammy F. Jones”. If the name on the Authorization Form and prescription label do not match exactly we cannot accept it.
  o All medication must be in a clear plastic bag labeled with camper’s name and a recent photo of your child.

- Individual Plan of Care Form for a Child with Special Health Care Needs or Disabilities
  If your child is bringing medications to camp, this form must be completed and signed by a parent and submitted at least 2 weeks prior to your child starting camp.

- Authorized Dismissal Form
  Parent/guardian must fill out the Coastal Center’s Authorized Dismissal Form. ONLY the people listed on this form (parents, relatives, nannies, friends, etc.) will be permitted to pick-up your child. They should be prepared to show photo identification. No telephone requests.
MEDICATIONS

- All medications coming to camp must be accompanied by the Authorization to Administer Medication Form and the Individual Plan of Care Form and given to First Aider or Lead Counselor.
- The Connecticut Audubon Society Summer Camp staff are trained to administer Epi-pens.
- If your child needs other medication during camp, they must self-medicate.
- Staff will remind your child to take their medicine.

FOOD & BEVERAGES

Allergies:

- Please notify us of any allergies: food, animal, environmental. We are a nut/peanut aware facility.
- We will make arrangements for children with food allergies during snack time and lunch.

Water

- All campers - please send a FULL, refillable water bottle clearly labeled with your child's name.
- We provide water coolers for campers to refill water bottles as needed during the day.

Snacks

- Beach Bums and Junior Naturalist camps - please send 1 nut/peanut free snack.
- Full-Day camps - Please send 2 nut/peanut free snacks with your child daily. One snack for morning and one for afternoon.

Lunch:

- If your child is staying for a Full-Day program or Lunch Bunch, please send your child's lunch in a labelled, plastic zip-top or unlined fabric bag or small cooler bag as we have limited space to store lunches.
- Lunches will be stored in compliance with state licensing temperature requirements.
- We are a NUT AWARE environment. We do not provide any foods that contain nuts or nut products and strongly encourage families to refrain from sending foods with nut products to camp. Sunflower butter and soy butter are great substitutions for PB & J. Your help in following this will ensure we are working together to provide a safe environment for everyone.

DROP-OFF AND PICK-UP

Drop-off

- You must sign your child in/out daily.
- Camp day begins at 9:00 a.m.  Doors open at 9:00 a.m.
  - Activities start promptly. If you know your child is going to be late or absent for the day, please notify your child's teacher the day before or call the Coastal Center at 203-878-7440.
- Before Care drop-off is at 8:30 a.m. Only campers pre-registered in Before Care may be dropped off between 8:30 – 9:00 a.m.

Pick-up

- Beach Bums & Junior Naturalists day ends at 12:00 p.m.
- Lunch Bunch pick-up is at 1:30 p.m.  (for Beach Bums and Junior Naturalists) Your child must be pre-registered in order to stay for Lunch Bunch.
- Full-Day Camp day ends at 4 p.m.
  - All campers must be picked up by 4 p.m. with the exception of those enrolled in After Care.
- After Care pick up is 4:30 p.m. promptly. Only campers pre-registered in After Care may stay between 4:00 - 4:30 p.m. This option is only available for full day camps.
- Parent/guardian must fill out the Coastal Center's Authorized Dismissal Form. Your child will only be allowed to leave with someone else (other than the usual person) with your written permission. You may list as many people as you like (parents, grandparents, friends, nannies, etc.). They should be
prepared to show photo identification at pick-up. You may add to this form at any time. No telephone requests.

- If you must pick up prior to the dismissal time, please notify their classroom teacher in advance.
- No supervision is available before or after class time with the exception of those enrolled in Before Care or After Care.

CAMPER BEHAVIOR POLICY

- The Connecticut Audubon Society Summer Camp provides a group setting for children. It is assumed that campers will benefit from and be able to successfully function in the appropriate group setting. We reserve the right to terminate enrollment of a child if it is determined by the Camp Director, the teachers, and the family that an individual child will not benefit from our setting, or requires closer supervision than is possible in a group setting, or is potentially harmful to himself/herself, to other children, and staff.

WEATHER POLICY

- Camp is held rain or shine -- we do go out in the rain.
- In the event of a rainy day, please pack a rain jacket and rain boots for rainy day explorations.
- Outside activities may be replaced with an equivalent indoor activity as needed.

BATHROOM POLICY

- Children must be toilet-trained and able to handle all their bathroom needs.
- NO DIAPERS OR PULL UPS.
- We offer organized bathroom breaks, as well as breaks when needed/requested by each child.

CHANGE AND REFUND POLICY

- Registration changes must be received by e-mail at least 2 weeks prior to the enrolled camp session.

- Cancellations: All cancellation requests must be received by e-mail. If we receive your cancellation request before June 1, 2020, you will receive a refund minus a 20% fee per session cancelled. Membership fees will not be refunded.

- All changes and cancellation requests for camps at CAS Coastal Center at Milford Point should be emailed to: Louise Crocco at lcrocco@ctaudubon.org.

- After June 1, 2020 there are no summer camp program refunds. If we cancel, you will receive a full summer camp program refund.

FOR INFORMATION, PLEASE CONTACT:

Louise Crocco, Office Manager, lcrocco@ctaudubon.org, 203-878-7440 x502
Carol Kratzman, Summer Camp Director, ckratzman@ctaudubon.org, 203-878-7440 x504

The Connecticut Audubon Society Coastal Center
1 Milford Point Road
Milford, CT 06460
www.ctaudubon.org
Phone: 203-878-7440 Fax: 203-876-2813