WELCOME TO SUMMER CAMP 2020

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
- Play clothes and sturdy shoes or sneakers that can get dirty outdoors
  - t-shirt and shorts
  - close-toed shoes, sneakers
  - Boots or water shoes for wetland exploration
- Back Pack (LABELED with camper's name) with a change of clothes
- Sun hat
- Water bottle (FULL and LABELED with camper's name)
- Rain jacket and rain boots (for rainy day explorations - we do go out in the rain)

DO NOT BRING:
- Flip-flops, open-toed shoes, sandals or party shoes
- Dresses, skirts or “party clothes”
- Personal items such as toys, games, or stuffed animals
- NO PULL-UPS OR DIAPERS — ALL CHILDREN MUST BE TOILET TRAINED

SUNSCREEN & INSECT REPELLENT
- Please apply these before your child enters the building
- DO NOT apply inside; they must be applied outdoors due to allergy concerns

TICKS
- Every 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 neckline (near hairline).

HEALTH AND INFORMATION FORMS
- 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.
- The Health Form for your child must be submitted BEFORE THE FIRST DAY OF CAMP.
- All Health and Medical Information and Authorization for the Administration of Medication by School, Child Care or Youth Camp Forms can be found on our website: www.ctaudubon.org. Health forms can be submitted from a preschool or school.

MEDICATIONS
- The Connecticut Audubon Society Summer Camp staff are trained to administer Epi-pens.
- If your child needs other medication during camp, he/she must self-medicate.
  - The staff will remind your child to take the medicine.
• The Connecticut Audubon Society Summer Camp will accept prescription medication **only** when accompanied by properly completed Authorization to Administer Medication forms.
• Prescription medications must be in the original container with the prescription label.
• Non-prescription medication must be labeled with camper’s name and must be accompanied by a properly-completed Authorization to Administer Medication form.
• The Authorization form must be completed by both prescribing physician and parent/guardian.
• The 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 prescribed “Benadryl” not a generic substitute.
• Prescription medication must be in a clear plastic bag labeled with camper’s name.

**FOOD & BEVERAGES:**

*Allergies:*
• Please notify us of any allergies: food, animal, environmental. We make every attempt to provide a nut/peanut free classroom or nut/peanut-free table during lunch, where applicable.
• If your child has a food allergy, they may bring in their own snack but it MUST BE nut/peanut-free.
• During full day programs with lunch breaks, we will make arrangements for children with food allergies.

*Snacks & Drinks:*
• We provide juice/water and a snack food such as graham crackers, saltine crackers, or pretzels - all nut/peanut free.
• **Do not** send a snack for your child.
• If your child has a food allergy, please review the ingredient label on the snacks we provide at drop-off.
• **Please send a FULL refillable water bottle clearly labeled with your child’s name. Please do not put it in his/her lunch bag as the lunch bags are stored in a fridge in a separate room that your child will not have access to.**
• **Please pack your water bottle in his/her backpack which will remain with them all day.**

*Lunch:*
• If your child is staying for a full day program or Lunch Bunch, use only brown paper bags or unlined fabric bags. **DO NOT SEND COOLER BAGS,** as we have limited space to store all campers’ 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 all working together to provide a safe environment for everyone.

**DROP OFF AND PICK UP**
• Camp starts at 9 a.m. Lobby will open at 8:55 a.m.
• Activities start promptly. If you know your child is going to be late, please us by email: tkevalis@ctaudubon.org.
• **Please do not drop off your child before class starts. No supervision is available before 9 am unless enrolled in before care.**
• **Camp Hours start at 9am and end at 4pm.**
• Before care drop off starts at 8:30am. You must be preregistered in before in order to drop off your child.
• Please sign your child in and out with his/her classroom teacher every day.
• If you will be picking up prior to the dismissal time, please notify his/her classroom teacher in advance.
• If someone other than the usual person is picking up your child or if your child is going home with a friend, you must notify the classroom teacher in writing.
• Your child will be allowed to leave with someone else ONLY with written permission. No telephone requests.

CAMPER PLACEMENT POLICY
• If requested, we make every effort to place similar aged siblings & friends together but we cannot guarantee placement. Please notify the Summer Camp Director in writing before June 1st of any placement requests.
• We cannot process any requests made on the first day of camp.

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. 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 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 canceled. Membership fees will not be refunded.
• All changes and cancellation requests for camps at Center at Fairfield should be emailed to Jane Guenther at jguenther@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:
Jane Guenther, jguenther@ctaudubon.org, 203-259-6305 x 109
Summer Camp Director, tkevalis@ctaudubon.org, 203-259-6305 x 117
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