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.

*Note that the RTPEC Summer Camp will take place at the Lyme-Old Lyme High School at 69 Lyme Street, Old Lyme

CAMP CLOTHING & GEAR

- Play clothes and sturdy shoes or sneakers that can get dirty outdoors
  - t-shirt and shorts/pants
  - close-toed shoes or sneakers
- Back Pack (LABELED with camper's name) with a change of clothes
- Sun hat
- Rain boots or old sneakers for wet explorations
- 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)

*If it is necessary for your child to change his or her clothing before or after water activities, they must be able to do so by themselves.

DO NOT BRING:

- Flip-flops, open-toed shoes, or party shoes
- Dresses, skirts or “party clothes”
- Personal items such as toys, games, electronics, 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
- Sunscreen and insect repellant clearly labeled with campers name.
  - Permission slip must be signed for Camp Staff to re-apply.
- 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 neck (near hairline).
HEALTH AND INFORMATION FORMS

- A Health and Information form for your child, must be submitted **BEFORE THE FIRST DAY OF CAMP**.
- 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.
- All Health and Medical Information forms can be found on our website [ctaudubon.org](http://ctaudubon.org)

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 to Administer Medication” form by School, Child Care or Youth Camp must be completed by both prescribing physician and parent/guardian.
- If your child is bringing medication to camp the **individual plan of care for a child with special health care needs or disabilities form** must be completed and signed by a parent and submitted **1 week prior to your child starting camp**.
- 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 are a tree nut and peanut free facility.*
- Lunch and snacks **MUST BE** nut/peanut-free.
Lunch/Snack:

- Please pack your child’s lunch in a moderately sized bag, as we have limited space to store all campers' lunches.
- Lunches will be stored in compliance with state licensing temperature requirements.
- 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.

DROP OFF AND PICK UP

- Camp starts at 9 a.m. Lobby will open at 8:50 a.m.
- Activities start promptly. If you know your child is going to be late, please notify Camp Director by phone or email.
- Please do not drop off your child before class starts. No supervision is available before or after class time with the exception of those enrolled in Before and After Care. Camp day ends at 3:30 p.m. Pick-up must happen promptly at 3:30pm.
- Before Care Drop off starts at 8:30 a.m. You must be preregistered in Before Care in order to drop off your child. If your child is registered for After Care, they must be picked up promptly at 4:00pm as the building will close.
- Please sign your child in and out with Camp Director or Camp Teacher every day.
- If you will be picking up prior to the dismissal time, please notify Camp Director 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 Camp Director in writing.
- Your child will be allowed to leave with someone ONLY with written permission (email acceptable) and that person must show photo identification at the time of pickup. No telephone requests.

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 him/herself or 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.
- 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:
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