



## Welcome to EcoTarium School Vacation Camp!

Please review the contents of this Vacation Week Camp Welcome Packet carefully to ensure that everything is in order before the start of camp. Included you will find the following very important documents.

- ✓ Camp Overview & Guidelines (pages 2-4)
- ✓ Late Pick-Up Policy (page 4)
- ✓ Typical Day at Camp & Pack List (page 5)
- ✓ Camp Behavior Management Policy (pages 6-7)

The Camp Overview & Guidelines provides more detailed information regarding camp policies and procedures, plus answers many questions you may have regarding this program. In accordance with camp licensing regulations, all required camper forms must be completed and submitted to camp **no later than two weeks before arrival at camp.**

**Please return ALL camp forms to the EcoTarium two weeks before arrival at camp**

### Pre Camp Checklist

#### **Required Camp Forms:**

Beginning on February 1, 2020, all camper forms will be submitted electronically through the secure CampDoc online platform. **All camper information must be entered and submitted no later than two weeks before arrival at camp.** In accordance with Board of Health regulations, the child will not be able to attend camp until required camp paperwork is received and processed. **You will receive an email from CampDoc with your login information** shortly after you complete your registration.

CampDoc will ask you to enter information about your camper's medical history, individual needs, health insurance, and authorization for treatment. You will also need to acknowledge that you are familiar with our camp policies and respond to several permission requests, such as a photo release. Parents must complete this information in full and also submit a doctor's form with **immunizations and doctor's signature.**

**NOTE: If your camper is attending camp in February, 2020,** you may wish to submit your camper information via hard copy forms to ensure that they are submitted on time. Please contact the Camp Director to request printable versions of the health forms.

- #### **Medications:**
- If your child requires medication (prescription or over-the-counter), written documentation of dosage and medication instructions, including a parent's signature, must be submitted for each medication. All medications must be given to camp personnel in the *original* container. Please see page 3 for more information.

#### **Contact Us: For questions about...**

Forms, Programming, and Camper Needs: Education Dept.  
508-929-2721 • campdirector@ecotarium.org

Registration and Payment: Reservations Dept.  
508-929-2703 • reservations@ecotarium.org

# EcoTarium School Vacation Camp 2019 Camp Overview & Guidelines

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## **Camp Forms**

Shortly after registering for camp, parent(s)/guardian(s) will receive an email from CampDoc with the information needed to complete the camper's forms. These forms provide camp staff information about how to keep your child safe, happy, and healthy. Please be forthcoming with information via forms and direct communication prior to the start of camp to help us ensure a positive and successful experience for all. If there are additional questions, concerns, or information about your child that you feel would be helpful for us to know, please contact the Camp Director at [campdirector@ecotarium.org](mailto:campdirector@ecotarium.org) or 508.929.2721.

If you are unable to submit your camper's forms electronically through CampDoc, please contact the Camp Director at [campdirector@ecotarium.org](mailto:campdirector@ecotarium.org) or 508.929.2721. All deadlines still apply.

In accordance with Board of Health camp regulations, ***campers who have not submitted required camp forms will not be admitted into camp.***

## **Camp Hours**

School Vacation Camp operates from 9:00 a.m. to 4:00 p.m. Please help us keep camp running efficiently and on time by allowing extra time to enter through the gate and park when dropping off and picking up campers.

## **Extended Hours**

Afternoon extended hours are offered from 4:00 to 5:30 p.m. for an additional cost. Space is limited and is not guaranteed, so sign up early! To register for extended hours, call the Reservations Department at (508) 929-2703.

One to two staff members will supervise extended hours each afternoon. For afternoon extended hours, please follow the same pick-up rules as you would at 4:00 p.m.

*Please be here promptly by 5:30 p.m., or late fees apply.*

## **Morning Drop-Off**

Campers are to be dropped off at the EcoTarium between 8:45 a.m. and 9:00 a.m. Morning drop-off occurs in the Hirsh Telecommunications Center located on the lower level of the museum. An adult must accompany the camper when dropping him/her off. If you are running late, or your child will be absent from camp, please leave a message with the Camp Director at 508.929.2721.

## **Afternoon Pick-Up**

Once campers are dropped off, camp counselors may only release them to an adult who is listed in the release authorization section of their Camper Forms. **You must sign your child out and show a photo ID** before he or she will be released. BOH camp regulations prohibit the EcoTarium from releasing a child to anyone who is not authorized on their form or who lacks a photo ID. Pick-up takes place promptly at 4:00 p.m. outside the Hirsh Telecommunications Center located on the lower level of the museum. ***Please see page 5 of this packet to learn about the late pick-up policy.***

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### **Early Pick-Up**

If you are picking up a camper earlier than 4:00 p.m., you must be the child's parent/guardian or have a written note signed by parent/guardian authorizing the early release. Please give camp staff at least 24 hours notice of any anticipated early release.

### **Lunches and Snacks**

All campers must bring a nutritious lunch and a beverage to camp every day. We suggest a sandwich, fruit juice or water, crackers and cheese, carrots or other vegetable, fruit and other similar fare. Campers should also bring a mid-morning snack. Please plan for meals that do not need refrigeration. Microwaves and toaster ovens will not be available to campers due to time constraints and limited resources. If lunches are comprised primarily of candy, pastries, soda, or similar, we will contact parents to request more nutritious food for enrolled campers. Direct purchases by campers from the onsite food vendor are strictly prohibited during camp.

### **Museum Gift Shop and Money**

Please do not send your child to camp with money. If a camper wishes to visit the Museum Shop, they may be accompanied by a parent after they have been signed out for the day. Please note that the museum (including the grounds and gift shop) close at 4 pm during the winter months.

### **Health & Safety**

Campers appearing to have a contagious disease will be quarantined and sent home. The EcoTarium School Vacation Camp reserves the right to restrict enrollment and/or participation in camp activities in the event that participation in camp is deemed unsafe and/or unsuitable for a child by camp staff, either for the safety/experience of the child, camp staff, or other campers.

### **Medications**

All medications (prescription or over-the-counter), must be given to camp personnel in the *original* container. Written documentation of dosage and medication instructions, including a parent's signature, must be submitted with each medication. Sample medication forms are available online at [www.ecotarium.org](http://www.ecotarium.org). Medication will be kept in a locked box and administered by the on-site medical assistant. This includes over-the-counter medications such as Tylenol or Motrin. According to health regulations, we are not allowed to give any medications to your child without your prior permission. Your child will not be allowed to hold his or her own medication with the exception of an inhaler that is needed frequently.

### **Aides and Behavior Considerations**

EcoTarium School Vacation Camp aims to work with parents and their children who receive support at school in the form of behavioral aides, IEPs/BIPs for learning and behavioral development, personal caregivers, etc. To facilitate making accommodations to best support your child, camp staff request a minimum of three (3) weeks notice of camper need. If an aide or caregiver regularly assists your child at school, we welcome and encourage the aide to attend camp alongside your child. Please note that all aides will be treated by the EcoTarium as camp volunteers and accordingly must complete EcoTarium Volunteer Orientation and pass a background check prior to the start of camp.

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## **Medical Conditions and Assistive Devices**

If camper requires any assistive device (e.g., wheelchair, braces, communication board, etc) or other accommodation (e.g. specialized medication protocol, major allergy, etc.), please contact us a minimum of three (3) weeks in advance, so that proper support can be provided for each camper and their respective camp group.

## **Camp Staff**

Our staff to camper ratio is approximately 1:10. Most School Vacation Camp staff are year-round EcoTarium Education Department staff. Staff are often assisted by 15-17-year-old Junior Counselor volunteers. All staff and volunteers working with our campers undergo CORI and SORI background checks.

## **Off-Site Trips**

Depending on camp theme and age group, campers may travel on foot to Greater Worcester Land Trust's Crow Hill field and nature trails directly across the street from the EcoTarium and managed in partnership with the EcoTarium. Please be sure to ***sign the Walking Field Trip Permission section*** of the Camper Info/Permission Form so your child may participate fully in all camp has to offer.

## **Late Pick-up Policy for School Vacation Camp**

**PURPOSE:** To maintain the integrity of the program, to respect both the hours of operation of the program and the cost of staff time, the following policy has been put into place. On the camper permission form, your signature is needed acknowledging that you have read and understand the EcoTarium School Vacation Camp Late Pick-Up Policy.

### **Late pick-up fee is \$5.00 per 5 minute increments.**

Example: Pick up time ends at 4:10 p.m., if parent signs camper out at 4:12 p.m., a \$5.00 late fee will apply. If a parent signs camper out at 4:28 p.m., a \$20.00 late fee will apply. **Late fee payment is due immediately.**

### **All campers need to be picked up between 3:50 and 4:10 pm, with the exception of the following:**

- PM Extended day campers – need to be signed out by 5:30 p.m. (Late fees will apply after 5:30 p.m.)

If you are running late to pick up your camper, please contact us as soon as possible. **Late fees will still be charged.**

Parent must sign out their child with the accurate time of pick-up in the 'Late Pick-up Log'. Pick-up time is determined from the camp's clock setting. Fees are based on the time camper is signed out, not the time parents pull into the front gate.

If a parent or authorized release contact person does not arrive or call within 5 minutes past the designated pick up time, staff will begin to call the authorized release contacts for the camper. If no authorized release contact can be reached within one hour past the designated pick up time, camp personnel and EcoTarium management may make the decision to contact proper authorities.

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# EcoTarium School Vacation Camp

## *A Typical Day in the Life of an EcoTarium Camper*

*\*Subject to change according to camp theme and weather*

**8:45-9:00** Campers Arrive and Check-in

**9:00-9:15** Morning Circle

**9:20-11:50** Morning Programs

- 9:20-10:30- Program Block A
- 10:30-10:45- Snack Break
- 10:45-11:50-Program Block B

**12:00-12:25** Lunch

**12:30-1:00** Cool Down Activity

**1:00-2:00** Camper Choice Activities

**2:00-3:50** Afternoon Programs

- 2:00-2:45-Program Block C
- 3:00-3:45- Program Block D

**3:50-4:00** Afternoon Circle

**4:00** Sign-Out

**4:00-5:30** *Afternoon Extended Hours*

## Camp Pack List

*Please bring the following daily to ensure your camper is prepared*

- Lunch, snack, drink**
- Plenty of water with name of camper on reusable bottle**
- Backpack with camper's name
- Clothing layers
- Closed-toed shoes** and clothing that can get wet and dirty
- An extra pair of socks

### **And as Seasonally Appropriate...**

- Outdoor winter gear, hat, sunglasses, raincoat, etc.
- Sunscreen (counselors will apply if not applied at home)
- Insect Repellent

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# EcoTarium School Vacation Camp 2020 Behavior Management Policy

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EcoTarium School Vacation Camp advocates a camp behavior management policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline for campers. Rules are established for the safety of campers, staff and the public and to ensure that we have a common code of conduct at camp. Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The EcoTarium shall direct discipline to the goal of maximizing the growth and development of campers and for protecting the group and individuals within camp. If a child is unsuccessful in meeting the behavioral expectations of our program, it could result in dismissal from camp.

Corporal punishment, including spanking, is prohibited. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse. No camper shall be denied food, water, or shelter as a form of punishment. No child shall be punished for soiling or wetting themselves or for not using the toilet. A child will be restrained only in the event of possible injury to the child or other children in the group.

## **Behavior Guidelines and Expectations:**

All campers are expected to demonstrate a mutual respect for each other and for the staff. In order to provide the safest environment possible, we require strict adherence to all camp rules and policies.

## **Overall Camp Rules:**

1. Be safe
  - a. Keep yourself safe
  - b. Be safe with others
  - c. Be safe with equipment and supplies
2. Be respectful
  - a. To all campers, staff, and junior counselors
  - b. To all museum visitors
  - c. To museum property and camp supplies
  - d. To the environment
3. Have fun

School Vacation Camp practices a ZERO TOLERANCE POLICY FOR HITTING. Campers who repeatedly strike other campers or counselors will minimally be sent home for the day. School Vacation Camp also practices ZERO TOLERANCE FOR BULLYING. Harassing or bullying other campers will initiate a parent conference and may result in camper being sent home for at least one day. Camper fees are non-refundable if a camper is sent home for disciplinary reasons.

Camper Groups will go into further details about these rules and guidelines with camp staff. Camper group rules will cater to each age group.

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## Discipline Procedure:

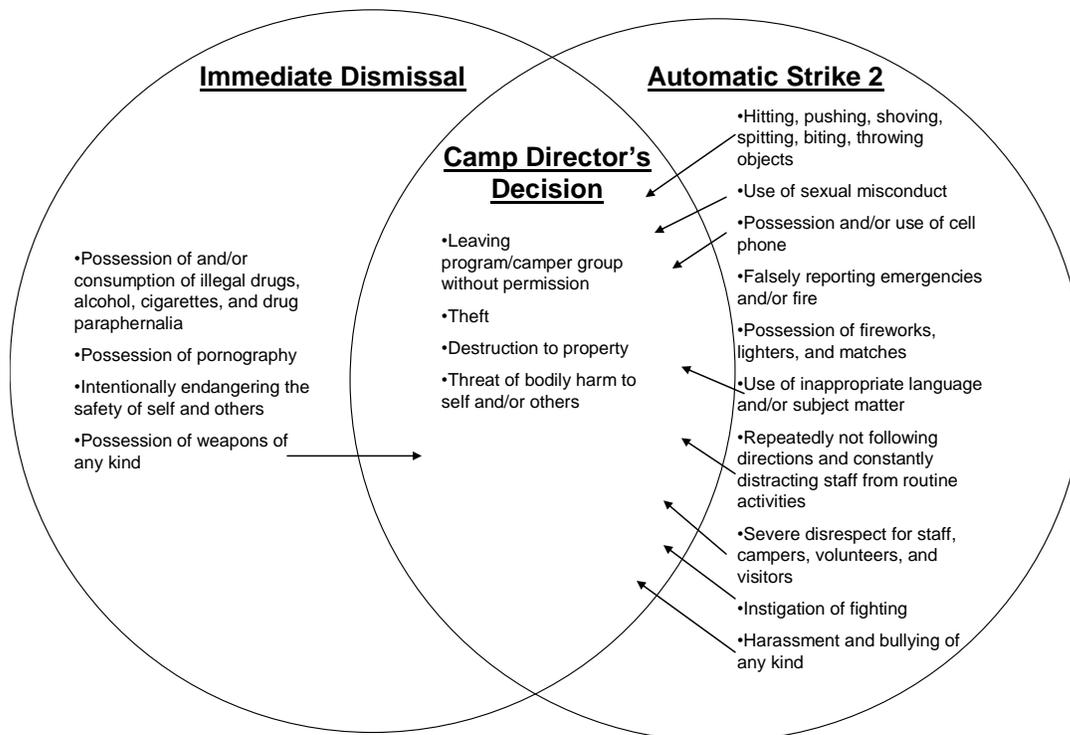
When a camper does not follow the behavior guidelines and camp rules, we will take the following action steps as behavior problems progress:

1. Staff will redirect camper to more appropriate behavior
2. If inappropriate behavior continues, the camp staff and camper will discuss and be reminded of behavior guidelines and camp rules.
3. If the camper's behavior does not meet expectations and is affecting the experience of other campers, he/she will receive a "strike one" warning. The Education Manager will be notified, as well as the camper's parents.
4. If inappropriate behavior continues, he/she will receive a "strike two" warning.
5. If inappropriate behavior continues, as a final action step the camper may be dismissed from camp.

*If any acts of violence or sever disrespect occurs, an incident report may need to be completed. If a camper leaves the EcoTarium property without permission of camp staff, 911 will be called. All strike incidents and/or immediate dismissals will be kept on record.*

## Camper Behaviors resulting in Immediate Dismissal and/or Automatic Strike 2:

Some behaviors and actions will result in an automatic strike two, regardless of whether the camper has received a "strike one". There are some cases where an immediate dismissal will occur, regardless of the camper receiving strikes one or two. Some actions are situation dependent, and we call this category "camp director's decision" and it will be the camp director's decision whether the act will result in an automatic strike 2 or immediate dismissal. An arrow indicates that an exception may be made to move a behavior/action to another category.



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