



Welcome to Summer Discovery Camp at the EcoTarium!

Extraordinary explorations and awesome adventures are on the agenda once again as we gear up for a summer filled with hands-on science and nature activities and fun with friends old and new.

This Parent Welcome Packet includes a lot of useful information to help you prepare for camp.

- ✓ Pre-Camp Checklist, including information about our new online paperwork platform
- ✓ Camp Pack List
- ✓ Camp Overview & Guidelines
- ✓ Late Pick-Up Policy
- ✓ Sample Schedule of a Typical Camp Day
- ✓ Camp Behavior Management Policy

Please review the Pre-Camp Checklist to help keep you on track between now and your camp session. In accordance with camp licensing regulations, all required camper forms must be completed and submitted to camp **no later than May 15, 2020**. Any final camp payments must also be received by this date.

Please complete ALL camp forms through CampDoc by May 15, 2020

You're Invited to Parent Orientation Night – June 10th!

Come learn more about this year's camp programs, familiarize yourself with the camper drop-off/pick-up site, and get answers to any questions you may have.

Parent Orientation sessions will be held at the EcoTarium on ***Wednesday, June 10th*** at 5:00 p.m. and 6:00 p.m. Please choose which time works best for you. We will meet in the Hirsh Telecommunications Center on the Lower Level of the museum.

Contact Us: For questions about...

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

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

EcoTarium Summer Discovery Camp

Pre Camp Checklist

- ☑ **Registration:** Make sure registration information, including child's birth date, has been filled out in its entirety. This information is vital to ensure that your child is placed in the appropriate age group and that the camp roster is accurate.
- ☑ **Payment:** To secure your spot(s) in camp, a non-refundable deposit was made at the time of registration unless camp fees were paid in full. Any outstanding **balance is due by May 15, 2020.**

- ☑ **Required Camper Forms:**

Beginning in 2020, all camper forms will be submitted electronically through the secure CampDoc online platform. **All camper information must be entered and submitted by May 15, 2020.** 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.**

- ☑ **Medications:** If your child requires medication (prescription or over-the-counter), dosage and medication instructions must be submitted for each medication. All medications must be given to the Camp Director in the *original* container. *Please see page 5 for more information.*
- ☑ **Accommodations:** If your child requires a 1:1 aid, assistive device(s), or other accommodations, please contact the Camp Director a minimum of three (3) weeks in advance of your camp session, so that proper support can be provided for each camper and their respective camp group. *Please see page 6 for more information.*
- ☑ **Camper Expectations:** Talk to your camper about what they can expect at Summer Discovery Camp. Help build excitement for their time as a camper and gently explore any concerns they may have. Review any tactics that your camper may find helpful during camp, like taking turns or counting to ten when frustrated. Let your camper know that the counselors and staff are safe people to talk to if they are having trouble. *Please see pages 8-10 for more information.*

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Camp Pack List

Please bring the following daily to ensure your camper is prepared for camp:

- Lunch, snack, drink**
- Plenty of water with name of camper on reusable bottle**
- Backpack with camper's name
- Sweater or sweatshirt, raincoat
- Sunglasses and hat or umbrella
- Closed-toed shoes** and clothing that can get wet and dirty
- An extra pair of socks
- Sunscreen and insect repellent
- A good night's rest and sense of fun!

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EcoTarium Summer Discovery Camp 2020 Camp Overview & Guidelines



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 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 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

Standard Summer Discovery Camp (ages 7-14) and Tadpole Full-day Camp (ages 5-6) operates from 9:00 a.m. to 4:00 p.m. every day, except Fridays, which end at 5:00 p.m. Tadpole Half-day Camp (ages 4½-6) operates from 9:00 a.m. to 12:30 p.m. Monday through Friday. Please help us keep camp running efficiently and on time and allow for extra time to enter through the gate and park when dropping off and picking up campers.

Extended Hours

Morning and afternoon extended hours are offered from 7:30 to 9:00 a.m. and 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 counselors will supervise extended hours each morning and afternoon. Morning extended hours will always take place in the camp classrooms on the second floor of the museum. 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. Please see page 7 of this packet to learn about the late pick-up policy.

Morning Drop-Off

Campers are to be dropped off at the EcoTarium between 8:45 a.m. and 9:00 a.m. (7:30 a.m. if participating in extended morning hours). Morning drop-off occurs in the camp classrooms located on the second 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 keep us informed.

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 this form or who lacks a photo ID. Pick-up takes

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place promptly at 4:00 p.m. in the camp classrooms on the second level of the museum. *Please see page 7 of this packet to learn about the late pick-up policy.*

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 your child's camp counselor or the Camp Director at least 24 hours notice of any anticipated early release.

Lunches and Snacks

All campers, including Tadpole half-day 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. Full-day Tadpole campers may bring both a morning and afternoon 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, T-shirts, 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. Camp t-shirts will be available for purchase outside the camp classrooms at pick-up time.

Explorer Express Train Rides

Weather permitting, all campers will have the opportunity to ride our Explorer Express Train once per week.

Health & Safety

Campers appearing to have a contagious disease will be quarantined and sent home. The EcoTarium Summer Discovery 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, the camp staff, or other campers.

Medications

All medications (prescription or over-the-counter), must be given to the Camp Director in the *original* container. Written documentation of dosage and medication instructions must be submitted through CampDoc for each medication. 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. Please give all medications to the Camp Director at the beginning of your camp session. Your child will not be allowed to hold their own medication with the exception of a rescue inhaler that is used frequently.

Aides and Behavior Considerations

Summer Discovery Camp aims to work with children who receive support at school in the form of behavioral aides, IEPs/BIPs for learning and behavioral development, personal caregivers, etc and

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their parents to ensure a positive experience for everyone. 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 must complete EcoTarium Volunteer Orientation and pass a background check accordingly prior to the start of camp.

Medical Conditions and Assistive Devices

If a 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 the Camp Director a minimum of three (3) weeks in advance, so that proper support can be provided for each camper and his/her respective camp group.

Camp Staff

Our staff to camper ratio is approximately 1:10 for 7-14 year olds, and 1:5 for 4.5-6 year olds. Most counselors are college-age or adults. Staff participates in an intensive, week long training, and is certified in both First Aid and CPR. Each counselor supervises 10 campers (5 campers for Tadpole Camp), and may be assisted by one 13-14 year old Counselor-in-Training (CIT) and at least one 15-17 year old Junior Counselor (JC). The Camp Director and Museum Education staff provide additional adult supervision. All staff and volunteers working with our campers undergo CORI and SORI background checks.

Off-Site Trips

Depending on camp theme and age group, all campers (including Tadpoles) 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 **grant your camper Field Trip Permission** in your camper forms so your child may participate fully in all camp has to offer.

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Late Pick-up Policy for Summer Discovery Camp

PURPOSE: To maintain the integrity of the program and to respect both the hours of operation of the program and the cost of staff time, the following policy has been put into place.

The late pick-up fee is \$5.00 per 5-minute increment.

Example: Pick up time ends at 4:10 p.m. If a parent signs their camper out at 4:12 p.m., a \$5.00 late fee will apply. If a parent signs their 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:

- Half-Day Tadpoles – need to be signed out between 12:20 and 12:30 p.m.
- PM Extended day campers – need to be signed out by 5:30 p.m.

Late fees will apply after 12:30 p.m. (half-day Tadpoles) and 5:30 p.m. (PM extended care).

If you are running late to pick up your camper, please call the camp director as soon as possible.

Late fees will still be charged.

Parents 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, the Camp Director and EcoTarium management may make the decision to contact proper authorities.

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EcoTarium Summer Discovery Camp

A Typical Day in the Life of an EcoTarium Camper*

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

For Campers Ages 7 to 14

(Investigators & CITs)

7:30-9:00 *Morning Extended Hours*

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

9:00-9:15 Morning Meeting

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 (all camp)

12:30-1:00 Cool Down Activity (all camp)

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 Meeting

4:00-4:10 Sign-Out

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

For Campers Ages 4.5 to 6

(Tadpoles: half-day & full-day)

7:30-9:00 *Morning Extended Hours*

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

9:00-9:15 Morning Circle

9:20-11:50 Morning Routine

- 9:20-10:30 Theme Activity
- 10:30-10:45 Snack Break
- 10:45-11:00 Free Play
- 11:00-11:50 Science & Nature Exploration

12:00-12:25 Lunch (all camp)

12:20 - 12:30 *Half Day Campers Sign Out*

12:30-1:00 Cool Down Activity (all camp)

1:00-3:45 Afternoon Routine

- 1:00-2:00 Group Activity
- 2:15-2:30 Snack Break
- 2:30-2:45 Story Time
- 2:45-3:45 Imaginative Play

3:45-4:00 Afternoon Circle

4:00-4:10 Sign Out

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

Friday Photo Slideshow

4:00-4:10 - Camper Sign-Out

4:00-4:30 - Mingle with other camp families, explore the museum grounds, and let your camper guide you through their favorite exhibits. Consider bringing a snack for your family to share.

4:30-5:00 - Join us in the Planetarium for a camp family sing-a-long and photo slideshow for a glimpse of what your camper has been up to all week!

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EcoTarium Summer Discovery Camp 2020 Behavior Management Policy



Summer Discovery Camp at the EcoTarium 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, a parent conference is arranged. If the behavior continues this 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

Summer Discovery Camp practices a ZERO TOLERANCE POLICY FOR HITTING. Campers who repeatedly strike other campers or counselors will, at minimum, be sent home for the day. Summer Discovery 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 their counselor. Camper group rules will cater to each age group.

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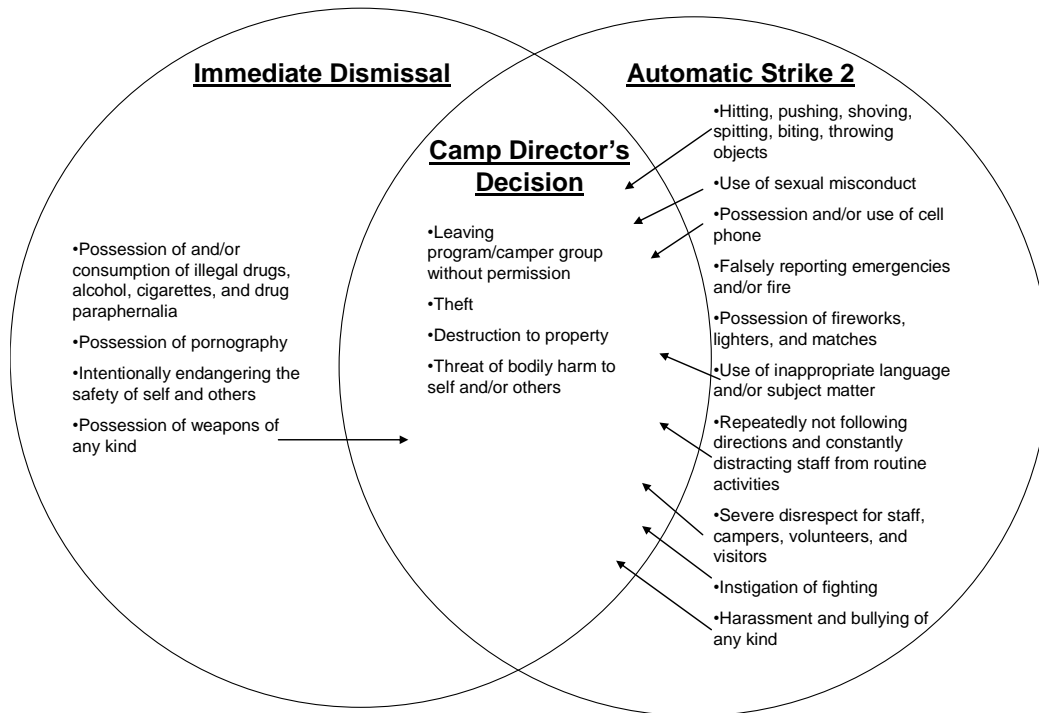
Discipline Procedure:

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 counselor 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, they will receive a “strike one” warning. The camp director will be notified, as well as the camper’s parents.
4. If inappropriate behavior continues, they will receive a “strike two” warning, in which case the camp director will notify the parents and arrange for a meeting.
5. If acts of violence or severe disrespect occur, an incident report may need to be completed.
6. If inappropriate behavior continues, the camper may be dismissed from camp.
7. If a camper leaves the EcoTarium property without camp staff permission, 911 will be called.
8. All strike incidents and/or immediate dismissals will be kept on record.

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

Please notice in the following chart that there are some actions that require immediate dismissal from the program, as well as actions that result in an automatic “strike two”. 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 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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