

Camp Parent Welcome Packet 2021

Current as of: March 11, 2021

All information included in this packet is subject to change depending upon updated and new regulations and in case adaptations to our camp procedures are needed once camp has begun.

Welcome to Summer Discovery Camp at the EcoTarium! Although camp this season will not look like camp in years past, we're very excited to be exploring the wonders of science and nature with you this summer while we play games, have fun, and stay safe.

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

- ✓ Pre-Camp Checklist: Getting ready for your first week of camp
- ✓ Daily Camp Checklist: Getting ready for camp each morning
- ✓ Camp Overview & Guidelines
- ✓ Late Pick-Up Policy
- ✓ Description 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 through CampDoc by May 15, 2021. **No camper paperwork will be accepted at the time of camper drop-off.** Any final camp payments must also be received no later than May 15, 2021.

Please complete ALL camp forms through CampDoc by May 15, 2021

You're Invited to our ONLINE Parent Orientation Night – June 9th!

Learn more about this year's camp programs and get answers to any questions you may have.

Parent Orientation sessions will be held **via Zoom on Wednesday, June 9th** at 5:00 p.m. and 6:00 p.m. Please choose which time works best for you.

A link to this Zoom meeting and any other details needed for joining will be sent out closer to the date. The option to join by phone call (audio only) will be available.

Contact Us: For questions about...

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

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

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, 2021.**
- **Required Camper Forms:**

All camper forms should be submitted electronically through the secure CampDoc online platform. **All camper information must be completed by May 15, 2021.** 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 7 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 7 for more information.*
- **Camper Expectations:**
 - **General:** 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 9-11 for more information.*
 - **Summer 2021:** Talk to your camper about COVID-19. Practice wearing a face mask and being aware of how far apart they are from others. Remind returning campers that this summer will be very different from past summers at camp and encourage them to think of this as a new and different experience, rather than comparing it to other years at camp.

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Daily Camp Checklist

Please perform the following actions daily before leaving your home for camp:

- Make sure your camper's face mask is washed or replaced daily
- Check the weather forecast and prepare accordingly
- Ask your camper if they are experiencing any of the following symptoms:
 - Fever or chills (We encourage parents to take their camper's temperature, if possible.)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue (in conjunction with other symptoms)
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If your camper (or anyone else in your household) is experiencing any of these symptoms, please call 508.929.2721 and inform the Camp Director that your camper will not be attending camp today due to potential COVID-19 symptoms. The Camp Director will let you know what next steps, if any, are required.

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

- **Lunch, snack, drink**
- **Plenty of water with name of camper on reusable bottle**
- **A face mask** that your camper knows how to wear correctly
- Backpack with camper's name (everything your camper brings to camp must fit inside their backpack, excepting their lunchbox)
- Sweater or sweatshirt
- Raincoat, if there is any possibility of rain in the forecast
- 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!

NOTE: Campers are not allowed to possess or use a cell phone while at camp.

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EcoTarium Summer Discovery Camp 2021 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. 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.*** No camper forms will be accepted during camper drop-off this year. All forms must be submitted in advance of your camper's first camp day.

Camp Hours

Summer Discovery Camp runs from 9:00 a.m. to 4:00 p.m. every day. Tadpole Half-Day Campers (ages 4½-6) will be picked up at 12:30 p.m. every day.

Entering the Museum Grounds

Standard Information: All vehicles must enter through the main entrance and stop at the Gatehouse to speak with the attendant before continuing on to the grounds. Pets of any kind, excepting service animals, will not be permitted through the gate onto the museum grounds, per federal regulations.

New Policies, in keeping with new regulations: Whenever possible, we request that the same adult drops off and picks up your camper each day of camp to minimize the number of people interacting with our camp community. Morning drop-off runs from 8:45 to 9:15 a.m. and pick-up runs from 3:55 p.m. to 4:15 p.m. every day. **Please arrive as close to the start of drop-off and pick-up times as you are able** to allow time for required screening and distancing measures. Families will not be exiting their cars during the camper drop-off and pick-up process, and visiting the museum grounds before or after drop-off or pick-up will not be permitted, as the grounds will be closed to the public.

Extended Care

Due to new health regulations, we are unable to offer our Extended Care program to campers this season. Please reach out to our Reservations Department if you require a refund for this program (reservations@ecotarium.org or 508.929.2703).

Morning Drop-Off

Campers are to be dropped off at the EcoTarium between 8:45 a.m. and 9:15 a.m. We have increased the duration of the drop-off period in order to ensure that there will be time for each camper and parent to participate in a mandated health screening each morning. If you are running more than 5 minutes late, or your child will be absent from camp for any reason, please call 508.929.2721. *Do not call if doing so would place you at risk while driving.*

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Please see "What To Expect at Summer Discovery Camp 2021" for more information on our new drop-off and screening process.

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 they will be released to your care. 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 place promptly between 3:55 and 4:15 p.m. We have increased the duration of the drop-off period in order to ensure that there will be adequate time for the pick-up process. *Please see page 8 of this packet to learn about the late pick-up policy.*

Please see "What To Expect at Summer Discovery Camp 2021" for more information on our new drop-off and screening process.

Early Pick-Up

If you are picking up a camper earlier than 4:00 p.m., you must still meet all of the above requirements for camper release. Please give your child's camp counselor or the Camp Director at least 24 hours notice of any anticipated early release, as well as confirming the early release during drop-off on the relevant morning.

Lunches and Snacks

All campers, including Tadpole half-day campers, must bring a 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. No food will be available for purchase on-site during camp.

Museum Gift Shop, T-shirts, and Money

Please do not send your child to camp with money. Our museum gift shop is now open for online purchases only.

Explorer Express Train, Alden Digital Planetarium, and Museum Exhibits

At this time and likely for the duration of this camp season, the Explorer Express Train, Alden Digital Planetarium, and all museum exhibits are closed to guests and campers in compliance with state regulations regarding the reopening of museums, theaters, and amusement park attractions.

Health & Safety

- **Symptom Screening:** All EcoTarium staff are required to check their temperature and screen themselves daily for potential symptoms of COVID-19 or any other contagious disease prior to coming to work. Campers will also be screened for symptoms upon arrival each day via a brief series of questions and a temperature check. Parents are also expected to look for symptoms in their child (and all members of their household) every morning before leaving the house. Any staff member or camper experiencing any symptoms of a contagious disease, such as COVID-19, is required to stay home from camp and notify the Camp Director immediately. This requirement also applies to anyone who may have been exposed to someone else with COVID-19 or related

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symptoms within the last two weeks. Campers who are identified as possibly symptomatic of COVID-19 or any other contagious illness during the drop-off process will be asked to leave the grounds and return home immediately.

- **Symptom Monitoring:** Counselors will keep alert for any symptoms that may develop in themselves or their campers throughout the camp day. Anyone who begins displaying symptoms of a contagious disease will be quarantined under the supervision of an EcoTarium staff member and sent home. The EcoTarium Summer Discovery Camp reserves the right to restrict the enrollment and/or participation of any camper deemed to be a risk to the health and safety of themselves, staff, or other campers.
- **Transmission Prevention:** All summer camp health and safety regulations will be observed during camp, including but not limited to the following measures:
 - Staff and campers must **maintain six feet of distance** between themselves and others whenever possible.
 - Staff and campers **must wear a face mask** at all times, excepting the few circumstances where at least six feet of distancing can be ensured for the duration of the activity. Exceptions will also be made for individuals with sensory, mental, emotional, or health issues that prohibit them from wearing a mask.
 - **Camp will take place outdoors** whenever practical and safe, including during light or intermittent rain. Indoor museum space will be available in the case of heavy rain or other inclement weather.
 - All staff and campers will be **required to wash their hands according to best practices** regularly throughout the day, and to use hand sanitizer whenever washing with soap and water is not possible. Activities will be designed to minimize the sharing of materials and all **shared materials and frequently touched surfaces will be disinfected regularly** to minimize the risk of disease transmission.
 - Camp groups (each consisting of no more than ten campers and two counselors) are prohibited from mixing at any point during camp. No all-camp gatherings or activities will be possible.
 - Siblings will be placed in the same camp group together, except in the case of a prohibitively large age difference. Camp groups will primarily be determined by age, however range of camper ages within a given group likely will be broader than previously described. For example, our youngest group of campers may be comprised of campers 5 to 8 years of age, instead of only 5 to 6 years of age.
 - **Important Note:** There is no such thing as a no-risk camp. There will always be a potential for disease transmission, despite the best efforts of campers, staff, parents, and the institution. Our goal is to minimize as many risk factors as possible, but we cannot realistically promise a camp experience free from risk.
- **Interaction with the Public:** At this time and likely for much of the camp season, our museum building is closed to the public and visitors are only permitted to visit our

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grounds if wearing a mask and maintaining six feet of distance with other visitor groups at all times. Also at this time, we plan to close the museum grounds to visitors on days when camp is in session, allowing campers and camp staff exclusive access to our grounds.

Please see "What To Expect at Summer Discovery Camp 2021" for more information on how our camp program has been adapted to reflect the new camp regulations for summer 2020.s

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 or an epinephrine injector, contingent upon the parent having completed the necessary form permitting their camper to self-administer these medications.

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 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 must pass standard background checks and complete a brief orientation 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 their respective camp group.

Camp Staff

The legally mandated staff to camper ratio is 1:10 for 7-14 year olds and 1:5 for 4.5-6 year olds. However, in order to enable counselors to take breaks and to observe proper health and safety measures within their group, each camp group will be assigned two counselors this summer. Counselors will work exclusively with their assigned camp group throughout the week. All members of the camp staff are college-age or adults. All members of camp staff participate in an intensive, week long training and are certified in First Aid, CPR and AED. All camp staff undergo CORI and SORI background checks.

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Late Pick-up Policy for Summer Discovery Camp

PURPOSE: 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 4:15 p.m. If a parent signs their camper out at 4:18 p.m., a \$5.00 late fee will apply. If a parent signs their camper out at 4:28 p.m., a \$15.00 late fee will apply. **Late fee payment is due immediately.**

All campers need to be picked up between 3:55 and 4:15 pm, with the exception of Half-Day Tadpole campers, who must be signed out between 12:20 and 12:30 p.m. Late fees will apply for Half-Day Tadpoles after 12:30 p.m.

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' or equivalent record system. 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

An Example Day as an EcoTarium Camper

Notes:

- The structure of each camp day will vary between camp groups and camp weeks, adapting to the ages and interests of the campers as well as the weather and theme of the week. All times and activities listed here are simply examples of the sort of activity that campers may experience. Your camper may not experience these exact activities or times during their week.
- Assume all activities are conducted with a physical distancing of six feet between all participants whenever possible. Frequent hand washing and/or sanitizing should also be assumed. An asterisk (*) marks activities where campers will have an opportunity to remove their masks for some part of the activity.

8:45 – 9:15 a.m. – Camper Drop-Off. Campers play games, sing songs, and do individual activities while waiting for their full group to arrive.

9:15 – Camper Drop-Off ends and campers gather with their counselors to start their camp day. Camp groups take turns visiting the restrooms before walking to their first location for the day.

9:45 – Discuss camouflage and play a camouflage-related game in Nature Explore.

10:15 – * Break for water and snack in Nature Explore.

10:30 – * Observe and record an animal’s behavior at Wild Cat Station. Discuss why this is important to animal wellbeing.

11:00 – Make, test, and improve compressed air rockets at Pappas Education Plaza.

12:00 p.m. – * Eat lunch at the Pine Hill, stopping by restrooms.

12:30 – * Camper Chill Time. Campers will have an opportunity to rest in the shade while either doing a relaxing solo activity of their choice (such as coloring or reading) or participating in a relaxing group activity (such as story time or yoga/stretching).

1:00 – Songs and games on Sundial Plaza.

1:45 – Nature Walk on the Lower Pond Trail then dipping for macroinvertebrates at the dock.

2:30 – * Examine macroinvertebrates with a microscope and projector in the Hirsh Center.

2:45 – Learn about tree identification and complete a tree scavenger hunt.

3:15 – Camper Choice Time: Group chooses between two activity options (such as making marble mazes or visiting the otters).

3:45 – Prepare for Camper Pick-Up

3:55 – 4:15 p.m. – Camper Pick-Up

Friday Photo Slideshow

6:00 – 6:30 p.m. – Join us on Zoom 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 2021 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. Behavioral guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The EcoTarium shall respond to camper behavior with the goal of maximizing the growth and development of campers and of protecting the group and individuals within camp. If a child is struggling to meet 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.

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 and staff
 - 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 the camper being sent home for at least one day. **Camper fees are non-refundable if a camper is sent home for disciplinary reasons.** Camp groups will go into further details about these rules and guidelines with their counselors.

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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 Intervention and/or Automatic Strike Two:

There are some behaviors and actions that will require immediate intervention from the summer program staff with direct consultation with the camp leadership team. Since behaviors and actions are situation-dependent, it will be the camp director's decision whether the act(s) will result in a trauma-informed intervention, automatic strike 2, or immediate dismissal from the camp program. See below for examples of behavior and actions that may result in intervention, automatic strike 2, or immediate dismissal (please note this is not a comprehensive list of behaviors and actions, and it is ultimately the camp director's decision on appropriate next steps):

Examples of Camper Behaviors and Actions that will require immediate intervention and/or automatic Strike Two:

- Hitting, pushing, shoving, spitting, biting, and/or throwing objects
- Use of inappropriate language and/or subject matter
- Repeatedly not following directions and constantly distracting staff from routine activities
- Severe disrespect for staff, campers, volunteers, and/or visitors
- Instigation of fighting
- Harassment and bullying of any kind
- Leaving program/camper group without permission
- Theft
- Destruction of property
- Falsely reporting emergencies and/or fire
- Sexual misconduct
- Possession and/or use of a cell phone
- Possession of weapons or blades of any kind
- Possession of fireworks, matches, and/or lighters
- Possession and/or consumption of illegal drugs, alcohol, cigarettes, and/or drug paraphernalia
- Possession of pornography
- Threat of bodily harm to self and/or others
- Intentionally endangering the safety of self and others

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