



**Audubon Society
of Rhode Island**

Camp Handbook



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Camp Mission & Staff

Welcome to the Audubon Society of RI Summer Camp!

Thank you for enrolling your child in our summer camp! We are honored to serve you and your camper(s), and sincerely hope to help your child create wonderful memories of summer camp. The purpose of this handbook is to make sure that you are well informed and prepared to send your children to Audubon camp. If you have any further questions, after reading this handbook, please do not hesitate to contact us.

Summer Camp Mission & Goals

Mission: *To provide fun, safe, camp programs for children that nurture and foster their connection, understanding, knowledge and respect for nature and the environment.*

Goals:

An Outstanding Camp is a place where children are valued.

- All Staff view each child as a unique individual with something special to offer.
- All Staff show an interest in each child, calling them by name, communicating individually with them and listening to what they have to say.
- All staff help make camp fun and safe throughout the day.

An Outstanding Camp is a place that is fun and exciting for children.

- Activities are varied to meet a range of interests, abilities and needs.
- Activities invite participation; they are fresh, interactive and inclusive.
- Camp provides children with choices and opportunities for self-expression; and opportunities for supervised free play.
- Staff is enthusiastic, energetic and fun to be around; they are well-prepared and competent.
- Staff creates activities that provide more than half of the camp day exploring outside in nature.

An Outstanding Camp is a safe place.

- Campers are well supervised in every situation throughout the camp day.
- Staff is vigilant; they constantly monitor the camp site for safety hazards.
- Safety is a first priority, and every activity takes safety into consideration.
- Campers are taught good safety measures as part of the camp routine.

About our Camp Staff

Audubon Camps are under the direct leadership of the **Camp Director, Tracey Hall**. Tracey has been overseeing and teaching the Audubon Society's Summer Camp program for 18 years. Additional support comes from: **Michelle Solis**, Camp Registrar, **Anne Dimonti**, Director of the Environmental Education Center in Bristol and **Lauren Parmelee**, Senior Director of Education.

Staff Selection Criteria

We select our camp staff based on their experience and how much they care about children and the environment. Several camp staff members are year-round valued members of our environmental education team and the others are hired on a seasonal basis. All of our staff must pass background checks and receive training in safety, child development and nature study. All Head Instructors must be 21 years or older, and Assistant Instructors 18 years or older. Both Instructors must be currently enrolled or have graduated with a degree in Environmental Education, Environmental Science, Wildlife Biology, Conservation, or similar sciences, and have significant experience working with and teaching children. Additionally, we hire a few Junior Counselors who are 16 years of age and who are partnered with and directly supervised by an Instructor. Our Instructors and Leadership Staff are trained and certified in **First Aid and CPR** by a nationally approved provider.

Our Credentials

The Audubon Society of RI has been offering our summer camp programs for over 30 years. We are members of RI Association of Camps (R.I.A.C). Our Caratunk camp in Massachusetts complies with all the regulations set forth by the Massachusetts Department of Health and is licensed by the Seekonk Board of Health. All of our camps comply with the most up to date standards and practices as set by the American Camping Association.

Camp Schedule & Things to Know

Camp Schedule	
8:00-9:00	<i>Before</i> Camp Care Option (Bristol Only)
8:50-9:20	Check-in and Free Play
9:20- 9:45	Circle Time, Songs, Show & Tell
9:45-12:00	Theme Intro, Snack, Activities, Explorations, Hikes
12:00 – 1:00	Lunch and Free Play
1:00- 2:45	Activities, Explorations, Crafts
2:45-3:00	Clean up, Songs, Games
3:00-3:15	Check out /Pick-Up
3:00 – 5:30	<i>After</i> Camp Care Option (Bristol Only)

Camper/Staff Ratio:

The staff-to-camper ratio is typically 15-campers: 1 camp instructor & 1 assistant. We often add an extra assistant or Junior Counselor to help with our younger campers.

Camp T-Shirts:

Your camper receives a complimentary camp T-shirt at the beginning of each week of camp. (1 T-shirt/camper/session.) Additional Audubon camp T-shirts will be available for purchase as long as supplies last.

Free Play Time:

The Audubon Society of RI believes in the importance of free outdoor play. Campers are given time everyday to have supervised, creative free play (materials for games and activities are provided). Play areas include shady spaces and if it is raining, campers have indoor play or a special treat, like a nature movie.

Rainy Days/ Hot Weather:

It is important to provide your camper with a raincoat for the week. Light rain or misting is not enough to keep campers indoors. Heavy rain, thunder and lightning will keep us inside until it clears up. Additionally, ozone alert days or exceptionally hot temperatures may warrant staying inside for the safety of all.

Water Games/ Shore/ Stream Exploration:

On hot days at our EEC camps in Bristol we cool off at the shore. Campers are allowed to wade up to their knees and cool off as they look for life in the tidal zone. At our Caratunk camps, campers wade in the stream under the shady pine grove as they look for aquatic life. Additionally, we play water games like Drip, Drip, Splash and hold all camp water Olympics on hot afternoons. There are also sprinklers available at both camp locations.

Think and Act Green:

At our Audubon Camps we stress the importance of reducing waste, recycling and composting. There are compost bins and the finished compost is used in our gardens. Every week, each instructor encourages their camp group to have the least amount of camp waste and at the end of the week prizes are awarded.

Special Camp Days:

Each session will have special large group activities and/or dress-up days, e.g., *Funny Hat Day* or *Super Hero Day*. All camp activities might include: skits and songs, Capture the Flag, Predator/Prey games, tie dyeing, watching a play, animal presentations and more!

Communication & Arrival/Departure

Phone Number to call when your child is at either our EEC camps or Caratunk camps:

Please call **401-245-7500 x 3118** for the front desk, and leave a message if no one picks up. The answering machine is checked regularly.

Please let us know if your child is:

- Staying home
- **Going to be late!** (after 9:20 am)
- Needs to be picked up early

Locations:

- The Environmental Education Center (EEC) is located at: 1401 Hope St., Bristol, RI
- Caratunk Camp (CK) is located at: 301 Brown Avenue, Seekonk, MA

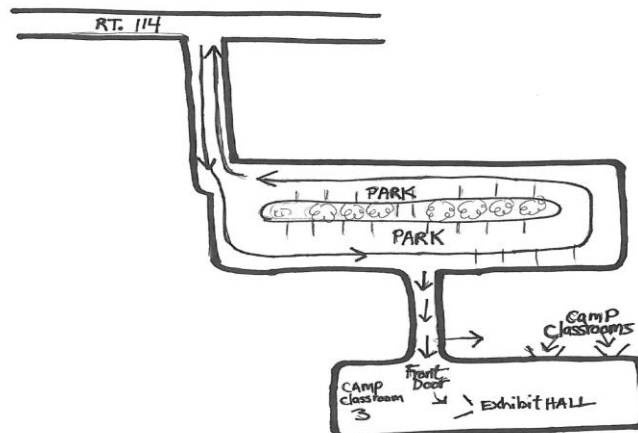
Arrival and Departure

Please see "Before & After Camp Care" page for details if your child is coming early and/or staying late.

Check In:

Campers may be checked in between 8:50 and 9:15 am daily to give families a flexible start to their day. Please drive slowly and stay alert for kids, wildlife and vehicles. The parking lot is one-way. Please park your car in an appropriate space. An adult must always escort their camper(s) for both pick-up and drop off.

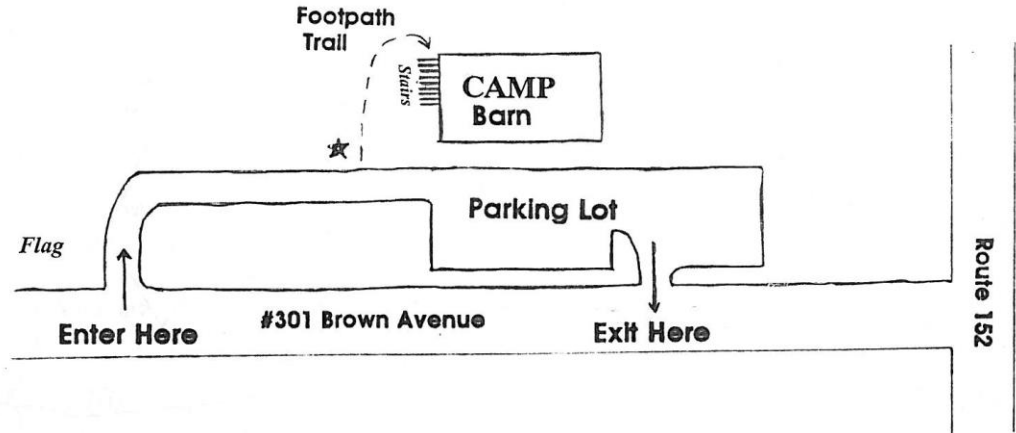
EEC:



Camper Drop-Off and Pick-Up Location

Caratunk

Caratunk:



Pick-Up:

Camper Pick-up is from 3:00pm to 3:15 pm. The exceptions are the Marine Explorers and Nature Art Camp Friday late day pick up at 5:30 pm, and the Naturalist Training camp Friday Evening pick up of 9:00 - 9:15 pm.

Photo ID: Campers are released only to those persons listed on the pickup authorization list that you filled out at registration. Every new face must show a photo ID. Please bring your ID with you on the first day and let all people on your pick up list know they will be required to show ID for the first time they pick up a camper.

Early Pick-up: Please notify your instructor at least a day in advance of any schedule changes. Group explorations cannot be interrupted due to a schedule change. Arrangements will need to be made to pick up and sign out your camper.

Late Pick-up: Please call us if you are going to be late. If your camper is not registered for After Camp Care you will be charged the after camp fee after 3:30 pm. Consecutive late arrivals or pick-ups without registering for **After Camp** care will be expected to provide full payment for those services, and failure to pay or rectify the situations may result in a camper being dismissed from camp without a refund. * Note if you paid for a before or after camp session and do not use it, there is no refund.

Absent Camper: If your child will be absent, please leave a message at the EEC- call 401-245-7500 x 3118 for the front desk. Calls will be relayed to the camp instructors at Caratunk as well.

Please leave a message as to campers name, camp session name and camp location (Bristol or Seekonk). There are no refunds or make up days for camp days missed. If your camper misses a lot of camp due to an illness or emergency and there is an opening in another camp for their age group we will be happy to move that child into that camp, but this is a courtesy and not a guarantee.

Before and After Camp Care

Pre – registration for Before and After Camp care is required. You will be able to sign up for these options with your online registration. To add these options after your initial registration you must call or email Michelle Solis the Registrar at msolis@asri.org or 401 245-7500 x 3014.

Before Camp Care: Parents please enter through the main door to the Exhibit Hall to check in their campers. You will be greeted by the staff supervising Before Camp Care. Campers are welcome to bring a snack or quick breakfast. Campers will enjoy low key activities including reading, card games, Legos, drawing or exhibit hall observations. **Before Camp Care: M-F, 8:00am-9:00am**

After Camp Care: This will be held in and around the Education Center. Campers will enjoy games, nature exploration and low key activities. Campers will be checked out from classroom side door entrances. Please have an ID ready for first time pick-up. Any pick-ups after 5:45pm will be charged \$1 a minute fee. Please call if you are running late. **After Camp Care Phone: 401-245-7500-x 3014.** **After Camp Care: M-F, 3:00pm – 5:30pm**

Prices for Before and After Camp Care:

Pre-Care: M-F 8:00 – 9:00 am \$30/week \$8/day

After Care: M-F 3:00 pm – 5:30 pm \$80/week \$18/day

Week of July 4th supervised weekly rate is pro-rated \$24 for pre-care, \$64 for after care, daily rates are the same.

What to Wear & What to Bring

What to Wear:

Campers should dress according to the weather. Most of the camp day is spent outdoors with hikes and active games. It is strongly recommended that campers wear shorts and short sleeve shirts on hot days, sneakers or sturdy shoes, non-aerosol insect repellent, and a hat and sunscreen for sun protection.

Note: Please label all items! Lost and Found Items are placed in a bin and held until the end of the camp season.

What to Bring:

You are welcome to leave these items at camp all week...

Water bottle	Old, Large T-Shirt for messy craft projects
Hat	Jacket or sweatshirt
Towel	Raincoat (as needed)
Sunscreen	Extra pair of Socks
Swimsuit (for sprinkler and days at the shore)	Non-Aerosol insect repellent
Old sneakers or water shoes for Aquatic studies	

Camp Lunches and Snacks: *Full-day Campers should bring a snack, water bottle and lunch; Half-day Campers should bring a snack and a water bottle (no lunch).*

Lunches and snacks are used as educational tools to teach campers how to reduce waste. Audubon has a carry-in carry-out policy. This requires visitors (individuals, school groups and summer camp participants) to take home all containers, wrappers and waste. It is suggested that campers bring lunches, snacks and drinks in an insulated bag or small cooler. Suggestions for reusable containers: lunch/snack - washable cloth bag or lunch box; napkin - washcloth or bandana; sandwich - plastic container with lid; drink - reusable plastic bottle or thermos. Thank you for your help!

MEDICATION AT CAMP: *Prescribed and Over-The-Counter*

If your child will be taking prescribed medication to camp, it must be in its original container with the pharmacy label and you must personally hand the medication to the camp instructor. Over-the-counter products must be in original packaging. You will need to fill out the "Authorization to Administer Medication" form for both prescribed and over the counter products and submit it to ASRI prior to

bringing the medication to camp.* **Caratunk Camp** in Seekonk, has a separate authorization form that we will send to you **prior** to camp to fill out/sign off and return to us **prior** to camp. We have our Health Care consultant approve and sign off the medication to comply with Massachusetts Board of Health Regulations.

WHAT NOT TO BRING:

Pocketknives, matches, firearms, fireworks or weapons of any kind are prohibited. We ask that campers leave radios, gum, electronic games, cell phones, tablets or IPods, toys, pets and any items of value at home. We also ask that campers do not wear **Crocs or flip flops** as they do not perform well on uneven terrain. The Audubon Society of RI is not responsible for lost or damaged articles that have been brought to camp. The possession or use of tobacco, alcohol, or illegal drugs is prohibited.

What to Expect on your First Day

Transition/Separation: A child's first day at camp may cause some separation anxiety for both the parent and the child. It would be very helpful to prepare your child for this separation by discussing in advance the schedule of a typical camp day. Let your camper know what to expect and that everything will be fine. Emphasize all the fun they will have at camp and that you cannot wait to hear all about it, and hugs, kisses goodbye and then...leave. If you stick around it will usually spur on more tears, for both you and your camper, and that may make it harder for your camper to adjust. Most often the tears stop very soon after you leave. Our staff is well trained to help campers who are struggling with separation. We do ask that you do not stick around while your child is at camp. If your camper is struggling we will be happy to contact you to update you, and we also welcome you to contact the camp via phone for an update of how your child is doing during the day.

What to do and where to go?

Please follow the traffic parking procedures as outlined. At the EEC camps signs will direct you to either the side classroom doors or straight through main doors to our auditorium. Before Camp Care will go through the main doors and arrive in front of the Exhibit Hall area for check-in.

At Caratunk - follow the signs for entering and exiting the parking lot. Signs will direct you through the main door of the barn, and check-in will either be on the first floor or up the stairs to the second floor.

Please allow for a longer check in time on the first day of camp:

- You will need to bring any medications and an ID.
- You will need to check your pick-up authorization list and make sure it is accurate and up to date.
- The instructor may have questions for you and you may have questions or things to share with them,
- You may need to sign forms or permission slips for things like special camp treats, etc.
- Instructors and Assistants will show your camper to their cubby and get them settled into an activity, but once you have them checked in feel free to help your camper get oriented and put things away in cubbies.
- Please help us by pre-applying sunscreen or insect repellent. We always take time to reapply if necessary, but it helps us with transitions if it is already done.

Camper Check in/Arrival Activities:

Campers can expect to make name tags on the first day, work on a fun craft, color or draw, play with puzzles, work on a mystery, read books or have some free time outside to play, as we wait for everyone to arrive.

On the first day, after everyone has checked in, the Instructor will lead some “getting to know you” games and name games. They will also go over Camp Behavior and Safety Rules, including what to do in an emergency, such as a fire. At the beginning of every camp day, Instructors will go over the day’s schedule and lead a group activity such as songs, games or “meet an animal”.

Behavior Expectations and Discipline Policy

Our primary concern at the Audubon Society of Rhode Island is to provide a safe, nurturing and stimulating environment for all the children, all of the time. Due to the outdoor and exploratory nature of our camp programs, campers must be able to move about on uneven terrain. Campers are expected to participate meaningfully in age- appropriate activities, with emphasis on nature study. All campers are expected to follow stated behavior and safety rules as outlined by their instructors. Our behavior expectations and safety rules have been developed to ensure the safety of campers and to show respect for self, others and the environment. Campers are made aware of these rules on the first day of the session.

#1 Rule: There will be no hurting of others either verbally or physically.

Safety Rules:

1. Always stay with group
2. If called, stop and answer.
3. Be kind and courteous to all creatures.
4. Follow the behavior expectations as outlined by your leaders and your group. Example: "Sticks and rocks remain on the ground."
5. Rules for our Wildlife Refuges: Do no harm, Leave no trace, Take no prisoners

The Camp Director reserves the right to dismiss a camper when in her judgment the camper's behavior interferes with the rights of others, the smooth functioning of the group or activities in the group or violates the camps behavior policy. **In such cases no refunds will be given.**

Discipline Policy:

Infringements of the behavior expectations and safety rules bring fair and obvious consequences. Staff will follow a series of steps: one-on-one discussion, time-out from activities, and time with Camp Director or other Camp Leadership Staff. The child may be asked to apologize. If a child acts in an unsafe manner that is physically harmful to self or others, staff will remove the child from danger and bring them to Camp Director. If it is a serious and/or constant issue the camper will be dismissed from camp without monetary compensation.

Corporal punishment will never be used; no camper will be subjected to cruel or severe punishment; humiliation or verbal abuse; no camper will be denied food as punishment, and no camper will be punished for soiling, wetting, or not using the toilet.

Step 1: If there is an incident, the parent will be informed. We will work together to determine the cause and the solution.

Step 2: If there are two incidents, a parent/child or guardian/child meeting will be held with the Camp Director. A Behavior Agreement Contract will be filled out with the child/Instructor/Camp Director and Parent/Guardian.

Step 3: If the behavior cannot be changed or controlled within a reasonable amount of time, the child will be dismissed. There will be no refund. The Program Director will be the sole judge of what constitutes a reasonable length of time.

The Audubon Society of Rhode Island's Behavior Policy represents our best effort to protect children with behavioral problems, their families, other children and our staff.

Health and Wellness

Healthcare and Healthcare Consultant:

The Audubon Society has an offsite Healthcare Consultant that we have been using for over 15 years. All of our Instructors and Leadership staff such as Directors are trained and certified in First aid and CPR by an approved provider. Emergency numbers are listed next to all of our phones, and all staff is trained in healthcare and emergency procedures as part of their camp training orientation.

Illness or Injury:

Our Policy stipulates that you do not send your child to camp if exhibiting any of the following symptoms: Fever of 100 degrees or more, Pink eye, Severe Headache, Ringworm, Lice, Severe/persistent coughing, Sore Throat, Vomiting, Other Contagious Illness. We reserve the right to refuse a camper from attending camp if they have any of those symptoms. Should a camper be showing any of those symptoms during camp we will contact you immediately to pick up your child. We provide a supervised quiet area for camper that is not feeling well to rest while waiting for pick-up. *** A doctor's note must be provided before campers with signs of contagious illnesses or Lice may return to camp.**

If your child has a foot or leg injury, you must speak to the Camp Director who will determine if accommodations can be made and when he/she can return to camp.

CAMPER INFORMATION & SPECIAL NEEDS:

Help us provide the best experience for your child at our camps, by informing us of any and all special considerations prior to your child's first day of camp. This may include information on allergies, accessibility concerns, behavioral, psychological or emotional conditions or other special needs. When you entrust your child to our care, we are sure you do it with one thing uppermost in your mind -- that your son or daughter have the safest, happiest experience with us possible. Once you share the information with us, our promise is to share it only with the people who will have direct contact with your child.

Required Health Documents:

Campers attending Audubon Camps must comply with Rhode Island and Massachusetts' Regulations and American Camping Association's standards. You must provide evidence that your child has had a health examination by licensed medical personnel within **24 months** of camp attendance. A signed note from your child's physician, on the physician's letterhead, will suffice.

Additionally, we need the most current copy of your child's immunizations. (Refer to the information below for a list of required immunizations.) **Please provide this information to Audubon's Education Department no later than four weeks before the camp start date.** Please note; if your child attended camp the previous year, and there has been NO change in their physical exam record or updates in their immunization requirements please call us and we may be able to use last year's records that we have on file.

Mail: Michelle Solis: 1401 Hope street, Bristol, RI. 02809

Fax: (401) 245-9339

Email: msolis@asri.org

Required Immunizations:

- Measles, Mumps and Rubella (MMR) Vaccine: At least one dose of MMR vaccine(s) must be administered at or after 12 months of age or there must be proof of laboratory evidence of immunity. A second dose of live, measles containing vaccine is required for all staff and campers.
- Polio Vaccine: At least three doses of either trivalent oral polio vaccine (OPV) or enhanced potency inactivated polio vaccine (e-IPV) are required. If a mixed schedule of polio vaccine is given (IVO and OPV), a total of four doses are required.
- Diphtheria and Tetanus Toxoids and Pertussis Vaccine: At least four doses of DTaP/DTP/DT/Td are required. (The pertussis component is not given to anyone seven years of age or older). A booster dose of tetanus/diphtheria, adult type toxoid (Td) is required if more than ten years have elapsed since the last dose.
- Hepatitis B: All children born on or after January 1, 1992, three doses of Hepatitis B vaccine are required.

Under Rhode Island and Massachusetts Laws, failure to provide this information prohibits your child from attending camp.

Any questions pertaining to immunizations, required by Rhode Island's Law, can be directed to Camp Director Tracey Hall: (401) 949-5454 x3011

Any questions pertaining to immunizations, required by Massachusetts' Law, can be directed to: Massachusetts Regulations Board -- (617) 983-6800

Medications:

Medications may be dispensed only during summer camp and only if:

- We have written permission from legal guardian
- The medication is in its original labeled container
- Prescribed medications have the pharmacy label
- The medication has not expired
- Caratunk only: We will send you an Authorization form

Sun Exposure:

Campers are encouraged to wear wide brimmed hats and wear sunscreen. Parents should apply sunscreen prior to arrival. Staff will supervise reapplying of sunscreen by campers as needed throughout the day and making sure campers keep hats on. Staff will do their best to be vigilant about sun safety; however we expect parents to apply products before camp and remind their children to be sun safe throughout the day.

Insect Repellent:

Insect repellent can be applied daily and should be applied after applying sunscreen. Please **do not** spray repellent indoors or near other people. * Note: We need written/verbal permission from a parent or guardian to use a sunscreen or insect repellent on their child that was not brought from home (i.e. - If you forgot to send sunscreen or insect repellent with your child, and we do not have written/verbal permission to use other products then we will not apply a product.)

ABOUT TICKS:

At the Audubon Society of RI, we work proactively to minimize the risks of your child being exposed to ticks. Our staff teach our campers to be aware of ticks, and make every effort to avoid areas known to have a high number of ticks. We conduct frequent tick checks throughout the day. In addition, we strongly urge parents to do a tick check when at home. According to our Health Care Consultant, as well as the latest research, it usually takes a tick 24 hours to attach itself to a person. If a tick is not deeply attached we can remove it. In the event that an embedded tick is found on a camper, our staff will contact a parent or guardian immediately to decide on the best course of action for removal of that tick. A deeply embedded tick would be out of our scope of practice to remove, and may require a parent or guardian to stop in and remove it. It is possible for an infected tick to be embedded up to 48 hours before transmitting a disease. Prompt tick removal is the best course of action for preventing disease transmission. For more information about ticks and tick prevention visit: www.tickcounter.org

NUT ALLERGYS: Please let us know if your child has a severe nut allergy of any kind and the level of sensitivity before the first day of camp. We will designate a nut free table or area for your child and for other campers or staff that will comply. If the nut allergy requires us to ask other campers and staff to not bring in or ingest certain foods that week, we need to have a thorough list of what foods are prohibited for that camp week. We need this information at least 3 weeks before the start of camp in order to contact parents.