

# *Prescott* *Farm* Environmental Education Center

Welcome to Prescott Farm WildQuest Camps!

In this packet, you will find a camp checklist to help keep you on-track between now and the start of camp. Also included are the WildQuest Camp Policies and Procedures. We ask all camp families to read over the Policies and Procedures prior to the beginning of camp.

If you have any questions about the camp experience, please do not hesitate to contact Jacob Newcomb, the Camp Director, by email at [jnewcomb@prescottfarm.org](mailto:jnewcomb@prescottfarm.org), or at 603-366-5695.

# Prescott Farm WildQuest Camp 2019 Vacation Camp Checklist

## Before Camp:

- Register online
- Complete all forms online
- Due dates:
  - Winter: **Friday, February 15<sup>th</sup>** (Final payments and all paperwork)
  - Spring: **Friday, April 19<sup>th</sup>** (Final payments and all paperwork)
- Scholarship application requests are made in online registration forms. Applications are processed in the order they are received. Please submit completed requests ASAP.*

## What to bring to camp:

- Lunch, two snacks, and reusable water bottle
  - *Please be aware that lunches cannot be refrigerated or heated up.*
- Backpack with camper's name on it
- Wear closed toe shoes – NO FLIP FLOPS ALLOWED!
- Extra complete set of clothing
- Medications that need to be taken/accessible during the camp day
  - *This should also be included on the camper's health form.*

If you are attending **SPRING CAMP** you should also bring:

- Warm coat (recommended to dress in layers)
- Rain gear as needed (rain coat, rain pants, rain boots, etc.)
- Water resistant footwear (rain boots, hiking shoes, etc.) AND regular footwear (for when we are inside)
- An extra pair of socks

If you are attending **WINTER CAMP** you should also bring:

- Snow pants and warm, water resistant coat (recommended to dress in layers)
- Winter boots AND regular footwear (for when we are inside)
- An extra pair of socks or two
- Gloves/mittens, warm hat, and scarf or face-wrap

## What NOT to bring to Camp:

- × Cellphones
- × Electronics (digital cameras are allowed with parental permission)
- × Money
- × Knives or weapons of any kind
- × Fidget spinners and toys
- × Anything you wouldn't want to get dirty or potentially harmed or lost

# Prescott Farm WildQuest Camp

## 2019 Information Sheet

### CAMP HOURS

Standard Camp hours are from 9:00 a.m. – 4:00 p.m. Please see the extended care options below.

### MORNING DROP OFF

Campers will be dropped off at the Samuel P. Pardoe Building between 8:45 a.m. - 9:00 a.m. If you are participating in morning extended care, drop off begins at 8:00 a.m. in the Samuel P. Pardoe Building. An adult must accompany the campers as they enter the building to sign them in, and should check in with camp staff prior to leaving. If you are running late, or your child will be absent from camp, please call and leave a message for the Camp Director at 603-366-5695.

### AFTERNOON PICK UP

Camp staff may only release your camper(s) to an adult who is listed on the release authorization section of their Camper Information form. Pick-up takes place promptly at 4:00 p.m. in the Pardoe building. Please bring a photo ID with you every day to pick-up. It is your responsibility to inform the adults authorized to pick up that they will need to bring a photo ID with them in order to pick up your camper(s). After checking the photo ID, you must sign out your camper(s). *Per our state camp license, Prescott Farm will not release campers to anyone not authorized on the Camper Information form or who lacks a photo ID.* Please see the Late Pickup Policy for details about late fees. We **cannot** release campers into their own custody or allow them to walk home, by law. No exceptions.

### EARLY PICK UPS & LATE ARRIVALS

If you are running late or your child will be absent from camp, please call and leave a message for the Camp Director at 603-366-5695. If you know of absences ahead of time, the sooner the Camp Director knows, the better. If you need to pick up your camper(s) earlier than 4:00 p.m., you must notify the Camp Director at least 24 hours in advance. This way we can ensure that your camper is packed up and ready to go when you arrive.

### EXTENDED CARE

Extended care is available in the morning from 8:00-9:00 a.m. for a flat rate of \$6 per day, and in the afternoon from 4:00-5:30 p.m. for a flat rate of \$12 per day. Pre-registration for extended care is required, and payments are due 10 business days prior to the start of camp. Extended care is NOT an extension of camp activities. Extended care pick up is in the Samuel P. Pardoe Building in the program room.

### CAMP STAFF

Our staff to camper ratio is 2:12 for our 5-12 year-old campers during Winter and Spring camps. Most counselors are college-aged or adults, and some of our assistant counselors are mature high school students. All camp staff participate in an intensive training, and all of our lead camp staff are CPR and first aid certified. Each camper group has a minimum of two camp staff members.

### LUNCHES & SNACKS

Campers must bring a bagged lunch to camp every day. Campers should also bring two snacks. Please plan for meals that do not need refrigeration or to be heated up in a microwave. There are no vending machines on site. Please do not send your child to camp with soda and/or candy. Campers are allowed to have peanut butter and nut products in their lunches and snacks; we can accommodate for any campers with allergies or

other restrictions. All campers and staff are required to wash their hands before and after snack and lunch. If you have any questions or concerns please feel free to contact the Camp Director.

### **MEDICATIONS**

All medications must be given to the Camp Director in the medication's original container. Written documentation of dosage and medication instructions must include a physician's and parent's signature and be submitted for each medication. Please see the health section of the Camper Information Form. Medication will be kept in a locked box and administered by the Camp Director. Per our State Licensing, our Camp Director has completed a certificate for Medication Administration in Early Education and Child Care, as well as Wilderness First Responder certification. Campers are not allowed to have any medications on them while at camp – this includes over the counter medications such as Tylenol, Claritin, Vitamins, and medicated topical creams like Hydrocortisone, After-Bite, and Calamine lotion. According to our State Licensing, we are not allowed to give any medications to your child without prior parental and physician's permission. All medications will be collected by the Camp Director at check in on the first day of camp. We will hold onto medication in the lockbox for the entire week of camp. Medications will be returned to the parent/guardians at the end of the last day of camp. Your child will not be allowed to hold his or her own medication with the occasional exception of an inhaler (this is a case by case basis and needs to have prior approval from the Camp Director).

### **CAMP APPAREL & ITEMS FOR SALE**

We typically offer camp apparel available for purchase during our WildQuest Winter, Spring, and Summer camps. Camp apparel may be available for purchase at the time of registration. Please note that WildQuest Winter and Spring camp apparel is sold on a first come, first serve basis. Other Prescott Farm items are available for purchase in the lobby of the Samuel P. Pardoe building.

### **GENERAL CAMP SCHEDULE:**

8:00 – 9:00 a.m. – AM Extended care  
8:45 – 9:00 a.m. – Camper drop off  
9:15 – 9:45 a.m. – Opening Circle  
9:45 – 10:15 a.m. – Woods Time/Snow Play (weather depending)  
10:15 – 10:30 a.m. – Morning Snack  
10:30 – 12:00 p.m. – Morning Activity Block  
12:00 – 12:30 p.m. – LUNCH  
12:30 – 1:00 p.m. – Group Game Time  
1:00 – 2:30 p.m. – Afternoon Activity Block  
2:30 – 2:45 p.m. – Afternoon Snack  
2:45 – 3:45 p.m. – Club Time (Camper's choice activities)  
3:45 – 4:00 p.m. – Closing Circle & Sign Out  
4:00 – 5:30 p.m. – PM Extended care

# Prescott Farm WildQuest Camp

## 2019 Camp Policies & Procedures

### REGISTRATION, PAYMENT & PAPERWORK

Pre-registration is required for all camp programs. Parents must FULLY complete a registration forms. **ALL FORMS ARE DUE 10 business days prior to the start of camp.** In an effort to make the camp experience as positive as possible for your child, staff and other campers, please be as detailed and honest as possible in describing your child's medical or behavioral issues. Per our NH State camp license requirements, you must also submit your child's immunization records, doctor's authorization and proof of a physical within the last 2 years (most doctors are familiar with this request and usually have a form they can easily produce for you!). We must receive complete health records before NOON the THURSDAY BEFORE camp starts or **your child cannot come to camp on Monday by NH DES YRC Licensing requirements.** All medical and other personal information is kept strictly confidential.

Payment can be made by check (payable to "Prescott Farm"), cash, and by credit card (we accept Visa, Master Card & Discover). A \$58.75 non-refundable deposit is required for each week of camp (or \$11.75/day for Winter & Spring camp) at the time registration forms are submitted. **All payments and all paperwork are due at least 10 business days prior to the Monday of that week of camp.** Your child's space may be jeopardized if we do not timely receive the necessary paperwork and payment by the deadline. It is very important that we have all of your information and payment in a timely fashion because without it our planning and preparations become extremely difficult—we need adequate time to hire appropriate numbers of staff, plan activities and review your child's health forms and camper profile before camp starts.

For registrations received after the 10 day prior rule, payment will need to be made in full at time of registration.

### CANCELLATIONS

If you must cancel your child's camp registration, we ask that you give us as much notice as possible. If you cancel more than 10 business days before the program start date, you will be refunded the fees you have paid, minus the non-refundable deposit. If cancellations are made less than 10 business days before the program start date, you may appeal for a credit of program fees toward a future program or a refund (minus the non-refundable deposit) which will be handled on a case by case basis. No refunds will be made in the case of "no shows," late arrivals, early withdrawals, or camp dismissals due to misconduct (please see the behavior management policy for more details). In the event that Prescott Farm must cancel the program for whatever reason (bad weather, low enrollment, etc.), participants who have already paid will be offered the option of a credit toward a future program or a full refund including the deposit.

### CAMP SCHOLARSHIPS

Prescott Farm believes that every child deserves the chance to experience environmental education. With support from our generous donors, Prescott Farm aims to provide full or partial financial assistance to 10% of campers each year. Families in need of assistance are encouraged to apply. Preference will be given to families demonstrating financial need and to children who have not received financial assistance for a camp week in the current calendar year. Requests for assistance to pay for up to one full week of camp are considered. Please note that a 25% non-refundable deposit is still due at time of registration (\$58.75 for a full week of camp and \$11.75 per camp day). Please fill out the Scholarship request form on the Camper Information form. The scholarship request deadline for **Winter Camp is Friday February 15<sup>th</sup>, 2019** and **Spring Camp is Friday April 12<sup>th</sup>, 2019.**

## **LATE PICK UP POLICY**

In order to maintain the integrity of our program, to respect the hours of operation of the program, and the cost of staff time, the following policy has been put into place. **Late pick-up fee is \$5.00 per 5 minute increments.** Example: Pick up time ends at 4:10 pm, if parent signs camper out at 4:12 pm, a \$5.00 late fee will apply. If a parent signs their camper out at 4:28 pm, a \$20.00 late fee will apply. **Late fee payment is due immediately by cash or check.**

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

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

Late fees will apply after 12:30 pm (half-day Pioneers) and 5:30 pm (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.** Parent/authorized adult 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 the camper is signed out, not the time parents pull into the parking lot. 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 Prescott Farm management may have to contact proper authorities.

## **INCLEMENT WEATHER POLICY**

In the event that Camp has to close due to either a power outage or severe weather that would endanger our staff or prohibit them commuting to work, we will notify all parents by e-mail alert as soon as possible. We will also issue a refund for session time lost for every camper, and the refunds will be issued within 7 days of the closure.

## **BEHAVIOR MANAGEMENT POLICY**

Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of each child. Prescott Farm WildQuest Camps shall direct discipline with the goal of maximizing the growth and development of each child and the protection of the group and individuals within it. 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:**

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 public visitors

- c. To Prescott Farm property and camp supplies
- d. To the environment

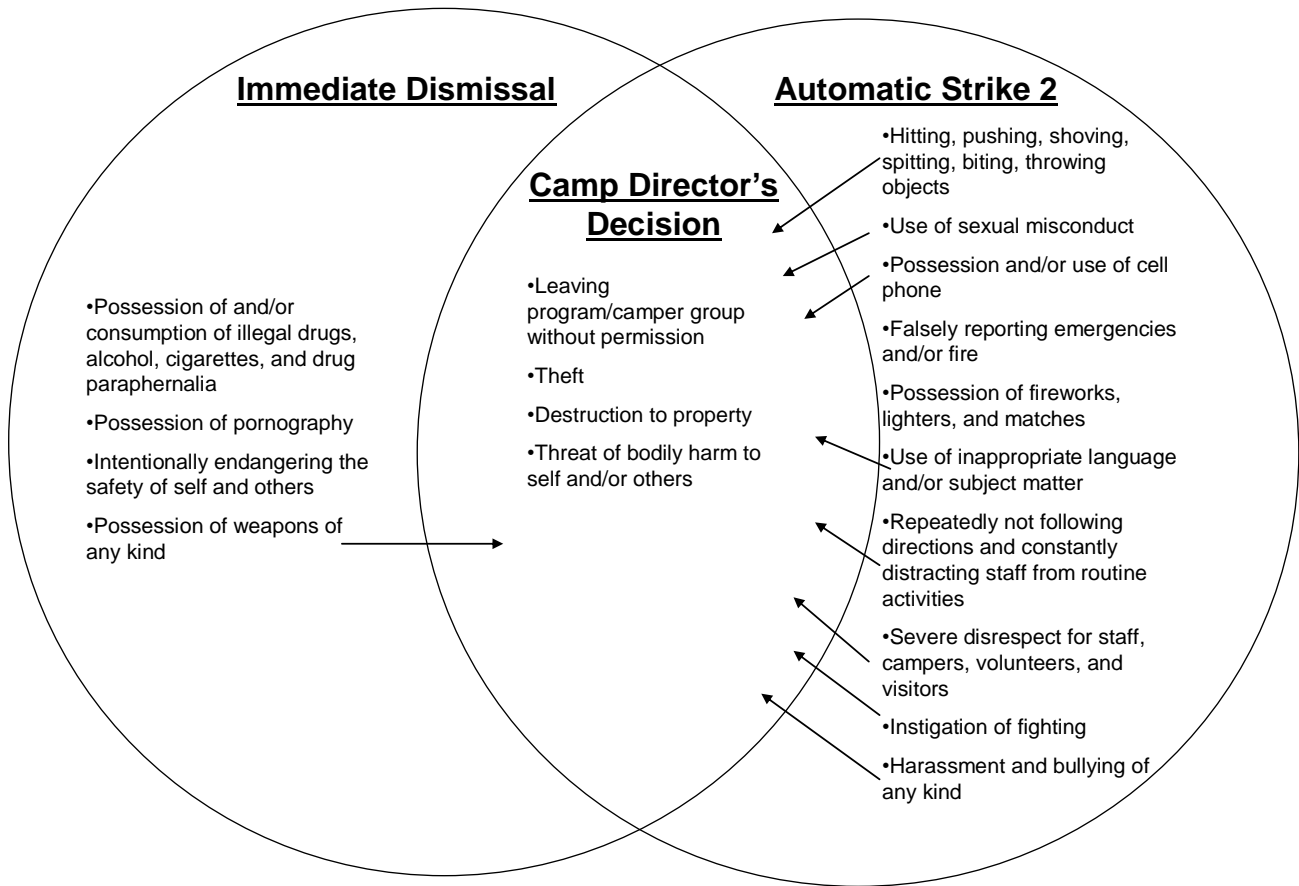
3. Have fun

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

When a camper does not follow the behavior guidelines, 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, he/she will receive a "strike one" warning, the camp director will be notified, as well as the camper's parents.
4. If inappropriate behavior continues, he/she will receive a "strike two" warning, in which case the camp director will notify the parents and arrange for a meeting.
5. If any acts of violence or severe disrespect occurs, an incident report will be completed.
6. If inappropriate behavior continues, as a final action step the camper may be dismissed from camp.
7. If a camper leaves the Prescott Farm property without permission of camp staff, 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 2:



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 2”, 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. 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. **Camper fees are non-refundable if a camper is sent home for disciplinary reasons.**