

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 us by email at camp@prescottfarm.org or at 603-366-5695.

Last updated 1/21/2022

Prescott Farm WildQuest Camp

2022 COVID-19 Precautions



In order to maintain a safe and healthy environment for campers, families and Prescott Farm Staff, we have implemented the following changes to our camp routine.

MASKS

Masks are optional during outdoor activities; masks are required for all children over the age of 3, campers, and adults while inside any of the Prescott Farm buildings or whenever campers are in close proximity of other campers or camp staff.

CHECK IN / CHECK OUT

The camper processing may take longer than usual as we will be extra cautious to keep our camp families and staff safe. We ask you to be patient. Please allow for extra time at drop off and pick up to accommodate these changes.

COVID-19 WAIVER

Our online registration includes a mandatory COVID-19 Participation Waiver, which acknowledges the risks and liability associated with participating in programs at Prescott Farm.

PARENTAL PRE-SCREENING

For the safety of campers, families, and Prescott Farm staff, families must screen campers and any close contacts before attending camp each day. Do not attend camp if any member of your immediate family has:

1. Been in close contact with a confirmed case of COVID-19-;
2. Had or felt feverish in the last 72 hours;
3. AND/OR one or more family members are experiencing the following symptoms:
 - Fever
 - Coughing
 - Runny Nose
 - Sore Throat
 - Shortness of Breath
 - Changes to sense of smell or taste
 - Muscle Aches or Chills.

Campers who begin exhibiting these symptoms, or other serious illness, will be sent home for care.

REPORTING AND SOCIAL TRACING

While your camper attends camp, and up to 72 hours after attending, if a family member or your camper tests positive for COVID-19 you must report the exposure to us at Prescott Farm. Be assured that we will maintain confidentiality. It is our obligation to notify other families so that proper precautions can be taken. Please contact our camp director or executive director at 603-366-5695.

IF YOUR CHILD IS A CLOSE CONTACT OR TESTS POSITIVE FOR COVID-19

In the event that a camper tests positive for Covid-19 or is a close contact to someone who tests positive for Covid-19, they will be required to quarantine for a period of time and follow masking requirements based on the most recent CDC recommendations (as of 1/21/22), which may change. Recommendations are based on vaccination status and camper group as follows:

- **Vaccinated Questers & LITs (ages 6-14)** - If a camper provides evidence that they have been fully vaccinated and/or boosted within 6 months of the start of camp, they will be required to quarantine for five full days from the date of exposure and provide a negative PCR test before returning to camp. While at camp, the camper will be required to wear a close-fitting N95, KN95 or surgical mask over mouth and nose at all times except when eating.
- **Unvaccinated Questers & LITs (ages 6-14)** - Campers who do not provide evidence that they have been fully vaccinated and/or boosted within 6 months of the start of camp will be required to quarantine for ten full days from the date of diagnosis or exposure and must provide a negative PCR test before returning to camp.
- **Vaccinated & Unvaccinated PreK Pioneers (ages 4&5)** – Due to the fact that all Pre-K Pioneers are given a mid-day rest period during which they cannot wear masks, Pre-K Pioneers will be required to quarantine for 10 full days from the date of diagnosis or exposure regardless of vaccination status and must provide a negative PCR test before returning to camp.

All camp families will be notified of any changes to the Covid-19 policies and procedures.

Prescott Farm WildQuest Camp

2022 Camp Checklist

Before Camp:

Before Camp

- Register online
- Complete all forms online
- Payments are due in full **14 days prior to the start of camp**
- Scholarship Applications are due **Friday, April 15th, 2022**. Apply online
- Review WildQuest Camp Parent Handbook

What to bring to camp:

- Lunch and two snacks - Please be aware that lunches cannot be refrigerated or heated up.
- Medications needed during the camp day (Please review medication policies in the Parent Handbook)
- Reusable water bottle – a size that your child can comfortably carry and appropriate for one to two hours of activity
- Backpack with camper's name on it
- Closed-toe shoes only – **NO FLIP FLOPS OR OPEN-TOE SANDALS ALLOWED!**
- Extra complete set of clothing
- Insect repellent
- Sun protection
- Rain Gear

If you are attending **WINTER CAMP** and/or **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

What NOT to bring to Camp:

- × Cellphones
- × Electronics
- × 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

2022 Information Sheet



CAMP HOURS

Standard Camp hours are from 9 am – 4 pm. Extended care is available from 8 am-5:30 pm for an additional fee. Please see the extended care options below.

MORNING DROP-OFF

Drop off for all WildQuest Camps occurs between 8:45am-9:00am at the Samuel P. Pardoe Education Center (the “Education Center”) pick-up points listed below. If your camper is participating in morning extended care, drop-off begins at 8 am.

An adult must accompany the campers to the drop-off point to sign them in, and should check in with camp staff prior to leaving. We strongly advise you to make every effort to drop-off on time (See Late Arrivals & Early Pick-Ups below). If you are running late or your child will be absent from camp, please call our office and let us know at (603)366-5695.

Education Center Drop-Off & Pick-Up Points:

- WildQuest Winter and Spring Camp - Inside the main entrance of the Education Center. **Please be advised that all campers and visitors are required to wear a close-fitting N95, KN95 or surgical mask over nose and mouth while inside our buildings.**
- WildQuest Summer Camp – Outside the Education Center at the blue check-in tent.

AFTERNOON PICK-UP

Afternoon pick-up takes place promptly at 4 pm at the Education Center pick-up points listed above. Camp staff may only release your camper(s) to an adult who is listed on the release authorization section of their Camper Information form. 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. 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.

LATE ARRIVALS & EARLY PICK-UPS

Late arrivals and early pick-ups are disruptive to the camp day. In addition to missing out on important parts of the camp day including the morning and closing circles, late arrivals and early pick-ups may affect your child’s ability to participate in activities and often pull camp staff away from activities where they are needed so that they can get your camper safely to where they need to be. To help your camper get the most out of the camp experience and to help us provide the best program possible, please abide by the camp hours whenever possible.

If you must pick-up your camper(s) earlier than 4 pm, please 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.

LATE PICK-UP POLICY & ABSENCES

Pick-up takes place between 4-4:10 pm outside the education center. In order to respect the hours of operation of the program and staff time, Prescott Farm has a late pick-up policy. Late pick-ups will be charged a late fee of **\$5 per 5-minute increment beginning at 4:10 pm for regular pick-up time and beginning at 5:30 pm for extended care**. Late fee payment is due immediately by cash or check. Fees are based on the time the camper is signed out according to the camp clock, not the time the adult picking up your child pulls into the parking lot. For example, regular pick-up time ends at 4:10 pm, if the camper is signed out at 4:12 pm, a \$5 late pick-up fee will apply.

If you are running late to pick up your camper, please call our office at (603)366-5695 as soon as possible to let us know. Late fees will still be charged. 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 the proper authorities.

If your child must be absent from camp, please call our office at (603)366-5695 and let us know. We cannot offer refunds in the case of absences, “no shows,” late arrivals, or early withdrawals for any reason.

EXTENDED CARE

Extended care is available in the morning from 8-9 am for a flat rate of \$30 per week, and in the afternoon from 4-5:30 pm for a flat rate of \$60 per week. 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 at the Education Center.

CAMP STAFF

Our staff to camper ratio is 2:12 for WildQuest Campers ages 4- to 12-years old. Our staff to camper ratio for LITs is 1:8. Most camp instructors are college-aged or adults, and some of our 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.

LUNCHES & SNACKS

Each camper is required to bring a snack and lunch to camp each day. Prescott Farm does not provide snacks or lunches. Extended care campers may wish to bring a second snack for the afternoon. Please plan for meals that do not need refrigeration or to be heated up in a microwave. There are no vending machines on site. We strongly encourage healthy snacks of fruits or vegetables and a healthy meal for lunch. Please do not send your child to camp with soda and/or candy.

Due to food allergies, campers are not permitted to share foods and parents are encouraged to avoid peanuts and tree nuts in their child’s lunch. While Prescott Farm is NOT nut free, campers with allergies can be accommodated. **Please be sure to disclose any food allergies when completing your camper’s registration as we do involve campers in gardening and cooking activities where they are**

allowed to taste foods. All campers and staff are required to wash their hands before and after snack and lunch. If you have any questions or concerns please contact the Camp Director.

Prescott Farm asks campers to “carry out what they carry in,” a common practice among hikers and others who enjoy the outdoors that encourages thoughtfulness around the amount of trash each person generates and care for the environment. To limit the amount of trash coming home in your child’s lunchbox each day, please consider sending your child’s snack and lunch in reusable containers and limit the amount of single use plastics and disposable packaging.

HEALTH FORMS

Health forms are a required part of registration. Providing complete and accurate information about your camper’s health and behavior needs helps us provide a positive experience for your camper. You will also need to submit your child’s immunization record and proof of a physical exam within the last two years. **All paperwork is due 10 days prior to the start of camp.** Your child cannot attend camp with incomplete health forms.

MEDICATIONS

All medications must be given to the Camp Director in the medication’s original container. In addition to being in the original container, prescription medications must include the dosage and times for the medication to be administered. Over the counter medications may only be administered in accordance with the instructions on the package unless accompanied by a medication order from a physician. Please list all medications on the Camper Health Form during registration. 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 First Aid and CPR certification.

Campers are not allowed to carry any medications with 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).

Prescott Farm does keep some over the counter medications including Acetaminophen, Ibuprofen, and Children’s Benadryl (Diphenhydramine), and antibiotic ointment which may be used if needed and authorized on your child’s health form. Typically, an attempt to notify you will be made prior to administering an as-needed medication.

FIRST AID & INJURIES

Campers are supervised at all times during all activities. However, accidents may occur. A camp staff person trained in first aid is with each camper group at all times. In the event of an accident or injury, camp staff will provide appropriate first aid according to their training. You will be notified of any incidents involving your child and the care provided.

ALLERGIES

Prescott Farm strives to be accommodating to campers with allergies. Camp staff are trained in recognizing and responding to anaphylaxis and will do their best to help your child avoid their allergen. However, we are not an allergen-free facility. The property includes tree nut species like walnuts and butternuts including in areas used for camp activities. Please contact the Camp Director for additional information.

SICK DAYS & COVID-19

There are days when your child should not attend camp for health reasons. Please refer to the list below and do not send your child to camp if they are experiencing one or more of the following symptoms:

- A temperature of 100 degrees or higher
- Low grade fever and acting ill
- Vomiting or upset stomach
- An infectious disease
- Pain
- Diarrhea
- Constant runny nose
- Coughing non-stop

Please make sure your child is fever free and has not vomited for at least 24 hours before returning to camp.

Please do not send your child to camp if your child has any new or unexplained symptoms of Covid-19 including mild symptoms, if they have had a close contact with someone diagnosed with Covid-19 in the last 10 days, or if they have traveled internationally or on a cruise ship in the last 10 days.

Campers experiencing symptoms of Covid-19 or other serious illness will be sent home for care and will be required to provide the evidence of a negative Covid PCR Test in order to return to camp.

MASK POLICY

All campers must bring an N-95, KN-95, or surgical mask to camp. Cloth masks are not allowed. Masks are required during indoor activities in the Pardoe Center and optional during outdoor activities.

COVID-19 WAIVER

Registration includes a mandatory Covid-19 Participation Waiver, which acknowledges the risks and liability associated with participating in programs at Prescott Farm.

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 education center.

GENERAL CAMP SCHEDULE:

8-9 am:	Morning Extended Care
8:45-9 am:	Camp Drop Off
9:15-9:30 am:	Opening Circle
9:30-10 am:	Wood's Time
10-10:15am:	Morning Snack
10:15-12 pm:	Morning Activity Block
12-12:30 pm:	Lunch
12:30-1 pm:	Game Time
1-2:45 pm:	Afternoon Activity Block
2:45-3:45 pm:	Club Time
3:45-4:10 pm:	Closing Circle and Sign Out
4:00-5:30pm:	Afternoon Extended Care

Prescott Farm WildQuest Camp

Parent Handbook

2022 Camp Policies & Procedures



REGISTRATION, PAYMENT, & PAPERWORK

Pre-registration is required for all camp programs. Parents must FULLY complete the online registration including all camper Information through our online Active registration platform which is accessed through our webpage at <https://prescottfarm.org/> 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!). All medical and other personal information is kept strictly confidential.

To ensure your child’s spot at camp, all answers must be complete and all information must be submitted at least **10 business days (two weeks) prior to the start of camp**. Required information includes evidence of a physical signed by your child’s primary care provider and dated within 24 months of the date your child’s camp week begins and evidence of all required vaccinations signed by your child’s primary care provider. Your child’s camp spot may be lost if your child’s information is incomplete and/or immunization records, doctor’s authorization and proof of a physical within the last 2 years (either uploaded through the Active registration platform or faxed to our office at (603)366-5720), is not received two weeks prior to the start of the camp week.

Payment can be made by check (payable to “Prescott Farm”), cash, and by credit card. A \$100.00 non-refundable deposit is required for each week of camp at the time of registration. **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 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 the 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 20 business days (4 weeks) before the program start date, you will be refunded the fees you have paid, minus the \$100 non-refundable deposit. No refunds will be made for cancellations less than 20 business days before the program start date; or in the case of “no shows,” late arrivals, or early withdrawals for any reason; or for 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 (due to bad weather, low enrollment, a public health threat, 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 programs are conducted in all weather conditions however, in the event of very severe weather, we may cancel camp. Cancellations are posted on our website at <http://prescottfarm.org> as well as on the WMUR Closings.

CAMP SCHOLARSHIPS

Prescott Farm believes that every child deserves the chance to experience environmental education. Our Scholarship Fund, supported by many generous community organizations and individuals, is designed to help families who would not otherwise be able to attend our camp. Requests for assistance to pay for up to one full week of camp are considered. Please complete the scholarship request questions included in the online registration. If your family is applying for financial assistance and unable to pay the \$100 deposit required at registration, please contact our main office at (603)366-5695 so we can work with you to make other arrangements. In the event that your camper does not qualify for scholarship support, you will be notified. The DEADLINE to apply for scholarships is April 15, 2022 and recipients will receive decisions via email by Friday, May 6, 2022. After the April 15th deadline, additional scholarship funding may be available on a first-come, first-served basis.

Scholarship request deadlines are as follows

Winter Camp: Friday, February 11th, 2022

Spring Camp: Friday, April 8th, 2022

Summer Camp: Friday, April 15th, 2022

LATE PICK-UP POLICY

See Late Pick-Up Policy (Page 4)

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 POLICIES

At Prescott Farm our goal is to create a safe and fun environment for all who attend. In order to provide the most positive environment possible, we require adherence to all camp rules and policies. 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 – Make choices that help yourself and others stay safe and use equipment properly

2. Be respectful– To self, staff members, other campers, visitors, the environment, and camp supplies
3. Have fun – Try new things and participate in with your group in activities

SPECIFIC GROUP & ACTIVITY RULES

Camper groups will work together with their counselor to create group rules and identify ways their group will be safe, be respectful, and have fun. Counselors will also set routines for daily activities and share guidelines for specific activities.

ADDRESSING BEHAVIOR CONCERNS

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

1. The camp counselor will redirect the camper to a more appropriate behavior.
2. The camp counselor and camper will review the camp rules and behavior guidelines and identify appropriate behaviors.
3. Repeated inappropriate behaviors, will result in notification of the Camp Director. This is considered a “strike one” warning. The Camp Director will notify the camper’s parents.
4. If the inappropriate behavior continues, the Camp Director will be notified and will contact the camper’s parents and arrange for a meeting. The purpose of this meeting will be to discuss strategies for supporting the camper in appropriate behaviors. This is considered a “strike two” warning.
5. If the inappropriate behavior continues, as a final action step the camper may be dismissed from camp.

Documentation - All “strike” incidents and/or dismissals from camp will be kept on record. An incident report will be completed for any incidents of severe disrespect or violence.

Serious Behavior Concerns

While the goal is always to support positive behaviors, behaviors which threaten the ability to create a safe and fun camp environment for all who attend are considered serious. These behaviors may result in an immediate strike two (meeting with parents) or immediate dismissal from camp. This is determined by the Camp Director based on the specific situation. Dismissed campers who are registered for future camp sessions may be given the opportunity to return to camp at the Camp Director’s discretion.

Serious Behavior Concerns Include:

- Possession of and/or consumption of illegal drugs, alcohol, cigarettes, and drug paraphernalia
- Possession of pornography
- Intentionally endangering the safety of self and others
- Possession of weapons of any kind
- Hitting, pushing, shoving, spitting, biting, throwing objects
- Sexual misconduct
- Possession and/or use of cell phone
- Falsely reporting emergencies and/or fire
- Possession of fireworks, lighters, and matches

- Use of inappropriate language and/or subject matter
- Repeatedly not following directions and constantly distracting staff from routine activities
- Severe disrespect of staff, other campers, volunteers, and visitors
- Instigation of fighting
- Harassment and bullying of any kind

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