

# WildQuest Camp Family Handbook 2025

*Open House - Saturday, June 14 10am - 12pm*

## Final Payments & Health Forms Due

Winter Camp - January 31

Spring Camp - March 31

Summer Camp - May 31

## Registration Opens

Returning Families - January 8

New Families - January 15



*Prescott Farm*  
Environmental Education Center

### Office Contacts & Hours

Prescott Far Office Hours: Monday - Saturday 9am-4pm

General: (603) 366-5695 | [camp@prescottfarm.org](mailto:camp@prescottfarm.org)

Camp Director: Phoebe Hartvigsen [phartvigsen@prescottfarm.org](mailto:phartvigsen@prescottfarm.org)



Dear WildQuest Camp Families,

Welcome to WildQuest Camp at Prescott Farm Environmental Education Center! We are excited to give campers an unforgettable experience exploring the natural world.

**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 & Procedures. We ask all camp families to read over the Policies & Procedures prior to the beginning of camp.**

Your role as the caregiver of a WildQuest Camper is key in making things smooth and successful before the first day of camp. **It is essential that you provide complete and accurate information upon registration, submit all health forms by the designated deadline(s), and keep us updated on any other changes before camp starts.** This will make the first day check-in process smoother for everyone. Thank you in advance for your help.

WildQuest Camps enhance children's ecological awareness and provide fun learning opportunities in a community-minded, non-competitive, and collaborative atmosphere. Our camp program includes nature activities, animal and plant identification, arts and crafts, Quests, cooking from our gardens, games, and hands-on learning. Most of the day is spent outdoors and each week will feature unique activities depending on that week's theme.

WildQuest Camps are licensed by the State of NH and led by experienced environmental instructors. We are also members of the NH Camp Directors Association and the American Camp Association to stay up-to-date on best industry practices.

If you have any questions about the camp experience, please feel free to contact us by email at [camp@prescottfarm.org](mailto:camp@prescottfarm.org) or at 603-366-5695.

We're looking forward to a great year!

Sincerely,

Phoebe Hartvigsen (she/her)

Camp & School-Age Programs Director

[camp@prescottfarm.org](mailto:camp@prescottfarm.org)

(603) 366 - 5695 x 305

[www.PrescottFarm.org](http://www.PrescottFarm.org)

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# Get Ready for Camp!

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## Registration & Pre-Camp Checklist

### ASAP after registration opens (January 15, 2025 at 10am)

- Become a [Member of Prescott Farm](#)** to save \$50 for each full-week session that you register! Member discount is pro-rated for 4-day session during the 4<sup>th</sup> of July week.
- Reserve a space** at [prescottfarm.org/service/wildquest-day-camps/](http://prescottfarm.org/service/wildquest-day-camps/). A \$100 non-refundable deposit and completion of all online registration forms are required to reserve a space (an additional \$100 non-refundable deposit is required for each additional child and/or weeks).
- Schedule a physical exam for campers if they have not had one in the past 24 months.** NH state law requires that campers must submit health history report conducted during the preceding 24 months along with immunization records or proof of authorized immunization exemption. Most walk-in clinics also offer camp physicals if you are not able to make an appointment with your child's primary care physician before the summer.
  - **NOTE: Returning families will need to reupload their medical form each calendar year, even if the past year's form is still valid.** Forms uploaded for Winter or Spring Camp will carry over into Summer.

### Complete by May 31 (Summer Camp), March 31 (Spring Camp), or January 31 (Winter Camp):

- Pay your remaining balance.** If you set up a payment plan during registration, or paid in full, this will be done automatically. If you did not set up a payment plan, you can pay your balance online using your login via the Active portal.
- Upload your Physician's Form and Immunization records** to the supplemental forms section in your Active account. Your physician may also directly fax the form to (603) 366-5720 or mail the completed form and immunization records to:

Prescott Farm Environmental Education Center  
Attn: WildQuest Camp  
928 White Oaks Road  
Laconia, NH 03246

*We strongly encourage you to make a copy of all forms for your own records before mailing them.*

### The week before each session:

- Review the WildQuest Family Handbook including the Packing List.** Contact the Camp Director with any questions.
- Share any medical updates with the Camp Director.**
- Fill out and return Medical Administration Form** if you will need the Camp Director to administer medication during camp hours.

***All forms and payments must be completed by MAY 31 (summer sessions) / MARCH 31 (Spring Camp) / JANUARY 31 (Winter Camp) or within 1 week of registering if registering after these deadlines. This helps to ensure our staff is able to plan the best possible week at camp.***

Failure to return forms or pay in full by the deadline may result in your child's space being surrendered to a child on the waiting list. Please communicate any issue you might have with this BEFORE the deadline.

# WildQuest Camp Packing List

***\*\*Label all items with child's full name\*\****

## Required Items to Bring to Camp (All sessions):

- All adults picking up a camper MUST show their photo ID each day to ensure child safety.
- Comfortable, closed-toe shoes only – NO FLIP FLOPS OR OPEN-TOE SANDALS ALLOWED!
  - If bringing Crocs (or other shoes with holes in them), please pack a second, sturdier pair of shoes as sticks, rocks, and other items can pose a hazard while walking in the woods.
- Snack/Lunch (campers CANNOT share food with each other primarily due to food allergies)
  - Lunches cannot be refrigerated or heated up and will be stored on campers' hooks along with their backpacks and other items.
  - Campers must bring any trash from lunch and snack home with them except items that can be composted. Please aim to pack food in reusable containers in order to be kind to our environment.
  - Please disclose food allergies in campers' registration as we do involve campers in gardening, cooking, and STEM activities where they are allowed to taste foods.
- Reusable water bottle
  - Choose a size that your child can comfortably carry and appropriate for one to two hours of activity.
  - Single use water bottles are not sturdy or large enough for campers to carry throughout the day.
- Backpack or other bag to hold items to and from camp each day
- Raincoat or poncho
- An extra pair of socks
- Extra complete set of clothing
  - Camp can be messy! Only bring clothes to camp that may get muddy, paint-covered, or otherwise damaged.
- Sunscreen
  - Adults should apply sunscreen before dropping off in the morning.
  - Staff will provide times for campers to reapply throughout the day using their own sunscreen. Camp provides sunscreen as a backup to campers who are authorized on registration forms.
  - Lotion is preferred over aerosol sprays.
- Hat for sun protection

## Optional Items:

- Medications needed during the camp day (please review medication policies and provide required forms for the Camp Director to administer medications)
- Insect repellent
  - Pump spray or lotions. Please avoid packing aerosol spray.
  - If authorized on pickup forms, Camp may use lemon-eucalyptus insect repellent as a backup.
- Additional extra change of clothes
- Swimsuit & towel – slip and slide will be an optional activity on warm, sunny days

### What NOT to bring to Camp:

- ✘ Cellphones, tablets, computers, smart watches, video game devices and other electronic devices of the sort. Cell phones with camera capabilities are not permitted to be used as cameras, even if the other capabilities of the phone have been turned off. All staff members carry a radio to communicate with each other and the Prescott Farm office
- ✘ Money
  - Campers do not have the opportunity to make purchases during the day. Families may visit the gift shop in the main office at the end of the day (open 9am-4pm Monday-Saturday)
- ✘ Knives or weapons of any kind (including pocket knives)
- ✘ Toys of any kind from home
  - This includes stuffed animals, fidget spinners, or any other toys.
  - Please speak to the Camp Director before camp if you feel your camper needs to have a specific toy at camp.
- ✘ Anything you wouldn't want to get dirty or potentially harmed or lost

### WINTER CAMP should also bring:

- Warm, winter coat
- Snow pants
- Snow boots (in addition to regular close-toe shoes for inside)
- Winter hat and gloves/mittens

### SPRING CAMP should also bring:

- Warm coat
- Warm hat and gloves (will vary with each spring's weather)
- Rain or muck boots

# General Camp Information

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## Vision Statement

At WildQuest Camp, we embrace the natural curiosity of each child and offer meaningful child-led educational experiences that strengthen skill development and nurture a lasting connection with the natural world while fostering a love of learning.

## Educational Philosophy

Young children become better problem solvers, engineers, artists, and future inventors when given the opportunity to use the outdoors for their explorations. Our developmentally appropriate nature and farm-based curriculum allows children to make meaningful connections to the world around them while supporting their natural sense of curiosity. Children learn best through play and learn more when interested in the topic. Everything is interesting when it's connected to places they have walked, sights they have seen, and things they have smelled! Interacting with the natural environment stimulates the imagination and fosters a sense of belonging. Learning how to respect nature helps to create caring, creative, empathetic, respectful, and responsible human beings.

## Camp Age Groups

*Campers MUST be the designated age by the first day of the camp session*

Pines (ages 5-6)

Maples (ages 7-8)

Hemlocks (ages 9-10)

Oaks (ages 11-12)

Leaders-in-Training (ages 13-14)

Volunteers – Junior Instructors (ages 15-16)

Staff – WildQuest Camp Environmental Instructors (ages 16+)

## Camp Hours & Extended Care

Standard Camp hours are from 9am–4pm. Extended care is available in the morning from 8–9am for a flat rate of \$45 per week, and in the afternoon from 4–5pm for a flat rate of \$45 per week. Pre-registration for extended care is required, and payments are due 2 weeks prior to the start of camp. Extended care is NOT an extension of camp activities. Extended care drop-off and pick-up is at the same location as regular camp pick up.

## Camp Schedule

Camper days are filled with many activities intentionally planned by our skilled instructors. Most days follow a similar schedule with some variation for special activities or to work around the ever-changing New Hampshire weather.

Many of the camp activities will be focused around a weekly camp theme. Activities are planned by the age group instructors and camp administrators ensuring activities are developmentally appropriate and engaging to the wide range of camper interests. Some activities are done in their age groups (no more than 12 campers) while others are mixed or all together as a camp community.

Below is a sample schedule. The schedule for each day is shared with campers during morning circle and is posted in the 1883 Barn all day long.

<b>8-9 am</b>	<b>Morning Extended Care</b> <i>(pre-registration required)</i>
<b>8:45-9 am</b>	<b>Camper Drop-Off</b>
<b>9:15 am</b>	<b>Opening Circle</b> <i>(all camp)</i>
<b>9:30 am</b>	<b>Woods Time</b> <i>(all camp)</i>
<b>10 am</b>	<b>Snack Time</b>
<b>10:15 am</b>	<b>Morning Activities begin</b> <i>(age groups)</i>
<b>12:15 pm</b>	<b>Lunch</b> <i>(all camp)</i>
<b>12:45 pm</b>	<b>Choice Time Activities</b> <i>(mixed age groups)</i>
<b>1:45 pm</b>	<b>Afternoon Activities</b> <i>(age groups or all camp activities)</i>
<b>3:30 pm</b>	<b>Closing Circle</b> <i>(all camp)</i>
<b>3:45-4 pm</b>	<b>Camper Pick-up</b>
<b>4-5 pm</b>	<b>Afternoon Extended Care</b> <i>(pre-registration required)</i>

## Primary Activity Periods

### Opening Circle

Opening Circle is our all-camp start to the day. It is a chance to get the campers energized to be at camp and informed about the day. Opening Circle activities include a large group game, the schedule for the day, and rules refreshers.

### Morning & Afternoon Group Activities

These main activity periods will be with their age groups and focused around the week's theme. Activities during this time will change each week to provide something new for campers returning for multiple weeks.

Most morning activity periods will be in their age groups while most afternoon activity periods will be all camp activities (see below)



### **Snack/Lunch**

Snack and lunch are times to refuel our bodies for our upcoming adventures, and are usually mixed with the whole camp community.

Campers are instructed to wash hands before and after eating, as well as remain sitting while eating. Campers are to only eat the food their adults at home packed for them. Sharing food of any kind is not allowed primarily for food allergy reasons.

Campers do not need to eat all of the food they brought with them but are encouraged to eat something, especially at lunchtime. If staff notice a pattern of a camper eating very little or no food, they will notify the Camp Director who will have a discussion with the camper's adults at home as needed.

### **Wood's Time**

Wood's Time is our free time in a designated wooded area. Campers are encouraged to engage in free, nature play using only the materials naturally there. Staff are present but the goal is for this time to be camper-led.

### **Club Time**

Club time is the activity period where campers are able to choose from a selection of activities. These activities are not necessarily connected to the session's theme, so it gives some variation in activities. Club Time offerings will change each day but will usually include an active game option, an art activity, and a nature-themed activity.

### **Closing Circle**

Closing Circle is our chance to wrap up the day and reflect on our successes and express gratitude for something that made the day possible. Each day will end with the camp coming together in a circle where a few campers from each group will be invited to share a moment of gratitude from the day. Announcements and reminders will also be shared at this time.

## **Special Days & Activities**

### **Quest Day**

Quest Day is a special day of the week involving a series of mini activities and challenges that the group does together. Each week's Quest is unique and a special surprise for all!

### **Hay Rides**

Each week of the summer, groups will take a ride in our tractor-pulled wagon through the fields at Prescott Farm, including to areas otherwise not often visited. Campers will get a chance part-way through to explore Rock Island: a special pile of boulders created when the fields were first cleared in the early 1800s.

### **Hungry Forest**

Hungry Forest is a favorite WildQuest Camp tradition! This all-camp game late in the week simulates predator-prey relationships in nature. Campers are randomly placed into different animal groups then

work together with others in their animal group. The goal is for groups to get the food, water, and shelter they need to survive and not be eaten by predators.

## Camp Apparel & Items for Sale

All campers registered for summer camp will receive a free WildQuest Camp t-shirt during their first week at camp. Campers registered by May 31st will be guaranteed the size they indicate on their registration forms. Sizing cannot be guaranteed after June 1.

Other Prescott Farm items are available for purchase in the lobby of the Samuel P. Pardoe Education Center which is open Monday – Saturday from 9am-4pm.

## Registration, Payment, & Paperwork

Pre-registration is required for all camp programs. Most of our sessions fill with waitlists, so early registration is recommended. Those signing campers up must FULLY complete the online registration including all camper information through our online CampBrain 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 all campers and staff, please be as detailed and honest as possible in describing your camper's medical and behavioral history. Per our NH State camp license requirements, you must also submit your camper'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 a child's spot at camp, all health information must be complete and all information must be submitted **by May 31 (January 31 for winter camp or March 31 for spring camp) or within one week of registering if registration takes place after this deadline.** Forms may be uploaded through the Active registration platform or faxed to our office at (603)366-5720.

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 are also due May 31 (January 31 for winter camp or March 31 for spring camp).** Registrations after the deadline require payment in full. Your child's space may be jeopardized if we do not receive the necessary paperwork and payment by the **May 31 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 camper's health forms and camper profile before camp starts.

## Cancellations

If you must cancel a 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. Refunds within 4 weeks will only be made

if the space is able to be filled by another child. No refunds will be made 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).

No refunds are given for missed days or inclement weather closings. Camp programs are conducted in all weather conditions; however, in the event of very severe weather, we may cancel camp if road conditions are unsafe for staff commutes. Cancellations are posted on our website at <http://prescottfarm.org> as well as on the WMUR Closings.

In the event that Prescott Farm must cancel the program for other reasons (such as low enrollment, a public health threat), 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. 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. Scholarship applicants will receive a decision via email within 4 weeks of applying. Scholarships are awarded on a rolling basis as funds remain available.

If you would like to contribute to the camp scholarship fund to support future campers, please contact us at [info@prescottfarm.org](mailto:info@prescottfarm.org).

## It's Time for Camp! What to Expect on Day One

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### First Day of Camp

1. **Arrive by 9am.** Drop-off is between 8:45 and 9am. This is the same each day. You are welcome to come a little earlier if you think walking around Prescott Farm with your camper will help curb any first day jitters. However, if you would like to drop-off a child before 8:45am, you must register for early drop-off no later than two weeks prior to the start of camp. Please see “Early Drop-off and Late Pick-up” on previous page for more information.
2. **Park in the main Prescott Farm Lot** and follow the pathway (about 550 ft.) down towards the big white barn and farmhouse (gradually downhill from the parking lot). *Winter & Spring Camp families – see next page for alternate parking during those weeks.* Have your camper bring all of their items with them (see packing list for what to bring and what to leave at home). As a

reminder, we do not allow cellphones or other electronic devices, so please collect those at this time if you have not already.

- a. Limited parking for adults with mobility issues are available next to the barn.
3. **Sign in the child/children you are bringing to camp.** All children must be signed in by an adult with the time noted on the sign in sheet.
4. **Say goodbye to your camper.** Staff will show campers where their hook for coats and bags are located before they join the rest of the campers in early morning games and activities!

## Tips for a Successful First Day of Camp

Going to a new place can be daunting, no matter the age. It is normal for campers (new and returning) to be a little nervous coming into camp, especially at the start of a new season. Our staff are ready to make them feel comfortable with activities intentionally planned to make all campers feel welcome. Still, the amount of time it takes for a child to feel comfortable at camp is a unique as each individual.

- **Keep pre-camp conversations positive.** As your camper gets closer to the first day of camp, we encourage families to keep conversations positive. Validate concerns but keep the conversations focused on what the child will enjoy and the many positive outcomes from being part of a supportive camp community.
- **Avoid any mention of picking them up early.** Instead, reaffirm your faith that they will have an enjoyable experience.
- **Avoid spreading your own nervousness to your camper.** It is very common for adults to feel more nervous about new experiences than the children involved. Try to not spread your own nervousness to your camper.
- **Make your goodbye quick.** Generally speaking, the longer the adult dropping a child off lingers, the harder the transition becomes. While it can be difficult to leave a child who is feeling sad, we ask for your trust that they will soon be engaged in activities with other campers. If these feelings persist, we will reach out to families for additional advice.
- **No news is usually good news.** Our aim is to reach out early and often if there are any issues. Our staff are experienced working with children and are happy to work with families to develop strategies for keeping children at camp.

Reach out to the Camp Director before camp if you have other questions if there is anything we can do to make you or your camper feel more comfortable coming into the first day of camp. We are always happy to speak with you or connect you with the families of returning campers.

## Drop-off and Pick-up Locations

- Winter and Spring Camps drop-off and pick-up at the **Innovation Center** – Park in the main upper lot near the Pardoe Education Center and walk your camper(s) down the path to the Innovation Center which is the wooden building on your right just before you reach the large white barn.

- Summer Camp drop-off and pick-up at the **Barn** – Park in the main upper lot near the Pardoe Education Center and walk your camper(s) down the path to the large white barn.

*Note: All Prescott Farm parking areas are no-idle zones. All vehicles must be turned off when not in active use. At no time may a child be left in a vehicle that is not attended by an adult, regardless of the outside temperature.*

## Morning Drop-off

Drop-off for all WildQuest Camps occurs between 8:45am-9:00am at the locations listed above. If your camper is participating in morning extended care, drop-off begins at 8am.

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 or email [camp@prescottfarm.org](mailto:camp@prescottfarm.org).

## Afternoon Pick-up

Afternoon pick-up takes place between 3:45 and 4pm at 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. By law, we **cannot** release campers into their own custody or allow them to walk home. No exceptions.

## Late Drop-offs & Early Pick-ups

Late drop-offs 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 3:45pm, 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, especially if their group has a longer hike planned away from the main area of camp.

## Late Pick-up Policy & Absences

Pick-up takes place between 3:45-4pm 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 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, 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 an authorized release contact person does not arrive or call within 5 minutes past the designated pick-up time, staff will 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 leadership may have to contact the proper authorities.

If your camper will 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.

## 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 a child to camp with soda and/or candy.

Due to food allergies, campers are not permitted to share foods and caregivers are encouraged to avoid packing peanuts and tree nuts in lunches. 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, cooking, and STEM 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 camper’s lunchbox each day, please consider sending their snack and lunch in reusable containers and limit the amount of single use plastics and disposable packaging.

# Policies & Camper/Family Expectations

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## Pre-Program Enrollment Review Process

All campers' registrations will undergo a review process to determine whether WildQuest Camp is appropriate for your child given their physical, mental, emotional, and social health needs. It is our expectation that families will provide truthful and all pertinent information on their child's registration forms, health forms, and in follow up contacts. The Camp Director, along with other members of the Prescott Farm Leadership Team, will review all situations and make determinations of program eligibility on an individual basis.

If it is determined that WildQuest Camp is not able to accommodate a child within its resources and staff training, a full refund will be issued to the family. If it is determined that information was withheld on registration forms, no refund will be given for the remainder of the week. Future weeks will be refunded only if a space is able to be filled by another child.

## Cancellation Policy

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. Refunds within 4 weeks will only be made if the space is able to be filled by another child. No refunds will be made 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.

## Supervision of Campers

Our staff to camper ratio is 1 to 6. Most camp instructors are college-aged or older, although some are mature high school students. All camp staff participate in an intensive training and at least one staff member with each group is CPR and first aid certified.

WildQuest Camp follows a strict rule of 3, meaning we will never permit a staff member to be alone with a child. Staff will provide individualized attention to campers as is appropriate, but always within sight or viewing of at least one other staff member or camper.

## Camp Staff Qualifications & Training

All WildQuest Staff undergo extensive background checks and training that meets, and in many cases exceeds, the requirements of NH Youth Camp Licensing Rules.

Camp staff are annually background checked in the following areas:

- Provide past employment or other professional references
- Criminal background check specifically ensuring that no camp staff has a criminal conviction for any offenses which include: causing or threatening direct physical injury to any individual; or causing or threatening harm of any nature to any child or children
- New Hampshire DCYF central registry for child abuse and neglect for any staff who has resided in New Hampshire in the past 7 years

In addition to the program topic areas WildQuest Camp staff training week includes the following training areas:

- |                            |                             |
|----------------------------|-----------------------------|
| ● Behavior management      | ● Emergency response        |
| ● Risk management          | ● Team building             |
| ● Child development stages | ● Social-emotional learning |
| ● Basic first aid          | ● Child abuse prevention    |

### **One-on-One Supervision**

Our staff levels and policies do not allow for one-on-one supervision of campers. Camp staff are responsible for their entire group of campers and are not able to provide sustained one-on-one care for a camper that would take away from the experience of the other participants. If a camper required individualized attention that removes the child and the staff member from the group for more than 30 minutes, an authorized caregiver will be called to take the camper home. The Camp Director will notify the caregiver at this time if the camper is eligible to return on future days or sessions.

Caregivers responsible for children who have a one-on-one aid at school or other childcare program are to notify the Camp Director at the time of registration. Additional information, such as an IEP, may be provided to assist the Camp Director in determining if staff supervision levels are able to support your child.

Families are welcome to provide their own one-on-one aid for a child while at camp, at the expense of the family. The Camp Director must be notified at least 4 weeks prior to the start of the camp session and the one-on-one aid will be required to complete the same background checks as required of the camp staff by the State of New Hampshire Youth Recreation Camp Licensing Rules.

## **Inclusivity & Transgender Policy**

### **Policy Statement**

Prescott Conservancy Inc. (PCI) is an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of race, skin color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, disability, veteran status, or citizenship. Furthermore, discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited.



It is the responsibility of all PCI staff to ensure that Prescott Farm is a safe environment for all staff and program participants, including transgender and gender nonconforming students. PCI will not tolerate discrimination or harassment toward employees or program participants. Complaints alleging discrimination or harassment based on an employee's or program participant's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

### Privacy/Confidentiality

As with all staff and program participants, PCI ensures that all personally identifiable medical information is kept confidential in accordance with applicable state and federal privacy laws. PCI staff shall not disclose any information that may reveal a staff person's or program participant's transgender status to others, including caregivers, parents, guardians, or other PCI staff unless legally required to do so or unless that person has authorized such disclosure.

Transgender and gender nonconforming individuals have the right to discuss and express their gender identity openly and to decide when, with whom, and how much to share private information. The fact that a staff person or program participant chooses to use a different name, to transition at Prescott Farm, or to disclose their transgender status to staff or other staff or program participants does not authorize PCI staff to disclose a student's personally identifiable or medical information. When contacting a transgender or gender nonconforming child's caregiver, PCI staff should use the child's legal name and the pronoun corresponding to the student's gender assigned at birth unless specified otherwise.

### Names, Pronouns, and Records

Every individual has the right to be addressed by a name and pronouns that correspond to their gender identity. Regardless of whether a transgender or gender nonconforming person has legally changed their name or gender, PCI will allow them to use a chosen name and gender pronouns that reflect their identity. It is recommended that PCI staff privately ask transgender or gender nonconforming program participants how they want to be addressed during camp and in communications between PCI staff and the program participant's caregiver. Some transgender and gender nonconforming youth may feel most comfortable being addressed by gender-neutral pronouns such as "they" or "ze" or just referred to by their names (without pronouns).

### Access to Gender-Segregated Activities & Facilities

With respect to all restrooms or changing facilities, staff and program participants shall have access to facilities that correspond to their gender identity. Restrooms in the Pardoe Education Center are separated by staff and youth, but both are all gender bathrooms. Individuals may use either stall that is available.

## Behavior Policies & Expectations

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. The rules are discussed with campers the first morning of every session.

### Overall Camp Rules:

1. Be safe – Make choices that help yourself and others stay safe and use equipment properly
2. Be kind – To self, staff members, other campers, visitors, the environment, and camp supplies
3. Have fun – Try new things and participate in activities with your group

## Behavior Management Policy

Discipline and guidance will be consistent and based upon an understanding of the individual needs and development of each child. Prescott Farm WildQuest Camps will 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 will be subjected to cruel or severe punishment, humiliation, or verbal abuse. No camper will be denied food, water, or shelter as a form of punishment. No child will be punished for soiling or wetting themselves or for not using the toilet.

## 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 kind, 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. A camp counselor will redirect the camper to a more appropriate behavior.
2. A 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. The Camp Director will notify the camper's caregiver.
4. If the inappropriate behavior continues, the Camp Director will be notified and will contact the camper's family and arrange for a meeting. The purpose of this meeting will be to discuss strategies for supporting the camper in appropriate behaviors.
5. If the inappropriate behavior continues, as a final action step the camper may be dismissed from camp. The Camp Director will provide conditions for the camper's future return to camp to their caregiver.

## Documentation of Behavior Concerns

All 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. Minor incidents will be documented on a “Camper Update Form” which will be shared with the involved camper’s authorized adult at pick-up time.

## 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 meeting with the camper’s caregiver 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 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.**

## Health & Safety of our Camp Community

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### Illness Precautions (including COVID-19)

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. While many of these safety strategies were put into place in response to the COVID-19 pandemic, they are also effective strategies in preventing many other contagions.

### At-Home Pre-Screening & Sick Days

For the safety of campers, families, and Prescott Farm staff, families must screen campers for communicable diseases each day. Prescott Farm will use the most up-to-date information provided by

the CDC to determine if a camper or staff needs to isolate or take other steps to prevent spreading communicable diseases such as COVID-19.

Families should monitor their children each day before coming to camp for the following symptoms:

- Fever or felt feverish
- Coughing
- Runny Nose
- Sore Throat
- Shortness of Breath
- Changes to sense of smell or taste
- Muscle Aches or Chills
- Vomiting or upset stomach
- Diarrhea or frequent bathroom usage

There are days when your child should not attend camp for health reasons. Please do not send your child to camp if they are experiencing one or more of the listed symptoms. Notify the camp staff of any absences ASAP by emailing [camp@prescottfarm.org](mailto:camp@prescottfarm.org) or by calling (603) 366-5695.

Campers who exhibit these symptoms while at camp, or other serious illness, will be sent home for care. Similarly, campers who need to be removed from an activity due to injury or illness for more than 30 minutes will be sent home for care. Campers must be fever- and symptom-free for at least 24 hours before returning. Campers who begin taking antibiotics or other medications must also be taking the medication for at least 24 hours before returning.

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.

### Illness Refund Policy

As a not-for-profit organization, Prescott Farm's board and staff are committed to making financial decisions that allow the organization to remain viable so that it can continue to offer excellent nature-based programming over the long-term. As such, we cannot offer refunds for time missed due to any illness-related closures, individual illness days or required quarantining. We ask for all families' cooperation in keeping each other's children healthy.

### Health Forms

Health information questions are included and required as 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 from within the last two years. **All paperwork is due prior to the start of camp:**

- Winter Camp: Wednesday, January 31, 2024
- Spring Camp: Sunday, March 31, 2024
- Summer Camp (all sessions): Friday, May 31, 2024

Per New Hampshire State Camp Licensing Laws, your child cannot attend camp with incomplete health forms.

All campers must have a new health form submitted each year regardless if they have submitted them in the past.

## Communication with Families

Strong communication between the camp administration and families is essential to a positive camp experience. The WildQuest staff will make every reasonable effort to communicate early and often as issues at camp arise.

During camp sessions, the Camp Director or other staff member will communicate questions or concerns about a camper in an appropriately timed manner. Short of emergencies or other matters of a time-sensitive nature, most communications will take place at pick-up.

It is imperative that families communicate as much pertinent information as possible upon registration. Please contact the Camp Director at [camp@prescottfarm.org](mailto:camp@prescottfarm.org).

## 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 permission from a physician and the child's caregiver. 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 designated adults at the end of the last day of camp. Children will not be allowed to hold their 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 a child's health form. Typically, an attempt to notify you will be made prior to administering an as-needed medication.

## 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.

## 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 camper and the care provided.

## Ticks, Stinging Insects, & Poison Ivy

We encourage campers to check for ticks daily and encourage you to do the same at home. If a child is stung, we monitor them and notify their caregivers. Prescott Farm staff identifies poison ivy and avoids any areas that have it.

## Sunscreen & Bug Spray

Sunscreen and bug spray are helpful tools to keep campers safe when outside. Please apply sunscreen and bug repellent prior to arrival and leave a bottle of the same spray or lotion with the child's name on it in their bag, to be re-applied when necessary. We will not share other children's sprays or lotions. We will only apply sunscreen or bug spray for children if permission is given on registration forms. Camp staff will instruct campers to reapply sunscreen and bug spray throughout the day. Any spray products must be applied outside away from other campers.

## Documentation of Injuries

All accidents or incidents from camp will be kept on record. Minor incidents (cuts, scrapes, bumps, etc.) will be documented on a "Camper Update Form" which will be shared with the involved camper's authorized adult at pick-up time. More severe incidents will be documented on an incident report.

## Emergency Response

As required by law, Prescott Farm maintains an emergency response plan, including response actions for natural, human-caused or technological incidents including but not limited to: evacuation, secure campus, drop and cover, lockdown, reverse evacuation, and shelter-in-place. We have an emergency management plan, detailing procedures should an emergency occur. Evacuation maps and emergency contact numbers are posted in every building.

## Mandated Reporting

We are obligated by law to report any suspected cases of child abuse, neglect, or exploitation to Child Protective Services and/or to the local law enforcement agency.

## A Final Note on Safety

Prescott Farm's buildings and grounds are open to the public. We take several measures to be sure that children are not in direct contact with members of the public. Children are never left unsupervised by the camp staff.