Dear Camp Parents:

Thank you for registering your child or children for NH Audubon’s Nature Day Camps 2020! As the camp season approaches, we look forward to welcoming each child to our program and getting to know him or her. Please review the following important camp details and feel free to contact us with any questions or concerns.

**Balances Due**

Full payment is due at the time of registration if total fee is $350 or less. Otherwise, a **$200 deposit per camper** is required at the time of registration and balance must be paid 2 weeks before each vacation session begins or by June 8, 2020 for summer camp. YOUR CHILD(REN)’S SPOT WILL NOT BE HELD IF PAYMENT DEADLINES ARE NOT MET. You may pay through PayPal (follow the link in your confirmation email) or you may pay by check (payable to NH Audubon) or credit card over the phone. Please remit payment to the center where your child(ren) will attend.

NH Audubon’s Massabesic Center: Nature Day Camps, 26 Audubon Way, Auburn, NH 03032
NH Audubon’s McLane Center: Nature Day Camps, 84 Silk Farm Road, Concord, NH 03301 or fax to: (603) 226-0902

OR email for either location to camps@nhaudubon.org

**Cancellation Policy:** A $25 administration fee per camper will be charged for all cancellations. If the cancellation is made more than (a) 2 weeks prior to the session for February or April camp or (b) 30 days prior to the session for summer camp, a full refund (minus cancellation fee) will be given. If less than 2 weeks/30 days, a refund will be given only if the slot can be filled. No refund will be given without notice of cancellation.

**Camper Information Forms for online registrations**

All other camper forms are to be completed online at [https://nhaudubon.campbrainregistration.com](https://nhaudubon.campbrainregistration.com) no less than 2 weeks prior to the start of your child’s camp session. **We cannot allow any camper to participate in our program if we do not have their completed forms.**

**Please Note:** Enclosed is a form that must be completed by a physician, verifying that your child has had a complete physical exam within the last 2 years, is up to date on immunizations, and providing a doctor’s order for medication administration. A printout from your child’s doctor with details of their last physical, immunizations, and a doctor’s signature showing them fit for camp activities can replace this form. NOTE: If your child carries their own inhaler or epi-pen, we will need a doctor’s signature that they are allowed to do so. This can be found on our enclosed physician form, but is often not included in the typical print-outs from the doctor’s office.
Check-In and Check-Out Procedures

Our regular drop-off period for campers runs from 8:30 – 9:00 a.m. We ask that you please comply with these times. Failure to do so will interfere with staff planning and preparation. Please call the camp if your child will be dropped off late (after 9) or picked up early (before 4). Thank you for your understanding.

Please accompany your child to the check-in table where he/she will receive a group assignment. You will need to sign your child in every morning and out every afternoon. For the safety of your children, please plan to show your photo ID at check-out. Please provide a signed note ahead of time if someone other than you will be picking up your child.

Pick-Up time is 4:00 p.m. (12:00 for summer “Wonders” half-day programs). Please see page 4 for extended care options. AM extended care is only available in summer. PM extended care is not available for half-day campers.
Camper Information Form #4  *The Physician Form is now required for Feb, Apr, & Summer*

Physician’s Acknowledgement of Present State of Health

TO BE COMPLETED BY PHYSICIAN

All information will be kept confidential and released only to appropriate individuals. Physical summary document may be used in place of this form if up-to-date (within the past 2 years) and if containing same set of information.

Camper’s Full Name: ____________________________________________________________

Is/has this camper been diagnosed with any emotional, social or behavior concerns or disorders?  
N ☐ Y ☐:

If YES, please describe including any treatment or medications, as well as the best strategies to assist the camper - especially positive ones: ____________________________________________________________

Is this camper currently under the care of a physician for any health conditions?  N ☐ Y ☐:  If YES, please describe, including any treatment needed at camp: ____________________________________________________________

Does this camper have any allergies? (medication, food, insects, environmental, etc.)  N ☐ Y ☐:  If YES, please describe: ____________________________________________________________

Description of any limitation or restriction on camp activities: ________________________________

IMMUNIZATION AND INFECTIOUS DISEASE HISTORY

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>DATE OF BASIC IMMUNIZATION</th>
<th>YEAR OF LAST BOOSTER</th>
<th>DATE OF ILLNESS</th>
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<tbody>
<tr>
<td>DPT (Diphtheria, Whooping Cough, Tetanus)</td>
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<tr>
<td>TD (Tetanus, Diphtheria)</td>
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<td>Tetanus</td>
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<td>Polio, oral</td>
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<td>Polio, salk</td>
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<td>Measles</td>
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<td>Mumps</td>
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<td>Rubella</td>
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<td>Hepatitis B</td>
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<td>Chicken Pox</td>
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<td>TB Mantoux test</td>
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<td>Positive ☐  Negative ☐</td>
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</tr>
</tbody>
</table>

Return to Center where your child will attend camp:
NH Audubon’s Massabesic Center: Nature Day Camps, 26 Audubon Way, Auburn, NH 03032
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OR email for either location to camps@nhaudubon.org
**Camper Information Form #4 (continued)**

**Camper’s Full Name_________________________**

**PHYSICIANS ACKNOWLEDGEMENT**

“I have examined this child and find her/him to be in good health and able to participate in any camp activity program.”

Physician Signature: _______________________________ Date of Examination: _______________________________

Please print name: ________________________________ Physician phone (Business): __________________________

Physician phone (Emergency): ______________________

Physician Address: _____________________________________________

**DOCTOR’S ORDER and MEDICATION RELEASE FORM**

**To be signed by BOTH physician and parent**

All medications will be securely stored in our camp office & distributed as directed by these orders. However, due to recent changes in state law, inhalers and epipens may also be carried by the child. By signing below you are providing approval for this child to possess and use (as directed and with supervision) a metered dose inhaler and/or epinephrine auto injector.

Is this camper currently taking any medications, including Epipens & Inhalers?  N [ ] Y [x]: If YES, please complete the following:

Med. #1: _______________________________ Med. #2: _______________________________

Dosage/Frequency: _______________________________ Dosage/Frequency: _______________________________

Reason for taking: _______________________________ Reason for taking: _______________________________

Can camper self-administer it? _______________________________ Can camper self-administer it? _______________________________

Side effects? _______________________________ Side effects? _______________________________

**NO prescription medications will be administered without the completion of the DOCTOR’S ORDERS and SIGNED BY BOTH THE DOCTOR and a PARENT/GUARDIAN.** By signing below the child’s parent/guardian and physician are confirming that the child has knowledge and skills to safely possess and use the epi-pen or inhaler at camp.

Physician Name (please print)

_________________________ __________________________

Physician Signature Date

_________________________ __________________________

Parent/Guardian Name (please print)

_________________________ __________________________

Parent/Guardian Signature Date

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Tips for Preparing Campers for the Best Camp Experience

Please dress appropriately for the weather. All groups will be spending a portion of each day outdoors. Some children will be outside for extended periods of time and proper preparation will ensure their comfort and safety. Please review the following recommendations:

For February camp, please bring snow-proof clothes. A pair of boots for outside and sneakers for inside is helpful. Please bring extra pants, socks, hat and gloves as clothes can get wet outside.

For April and summer, we recommend old clothes and sneakers. Some days will involve getting somewhat wet and/or dirty.

If shorts are worn on warm days, socks should also be worn to protect against the possibility of poison ivy. Please, no sandals or open-toed footwear.

A summer hat and sunscreen will protect children from the sun.

Be prepared for mosquitoes - we suggest creams or sticks rather than sprays.

Even in light rains, we will be spending a portion of each day outdoors. Campers should have appropriate jackets or raincoats with them depending on the weather.

Full-day campers should bring a lunch, (2) snacks, and drink. Half-day campers should bring a snack and drink. Campers should also bring extra water, preferably in a reusable water bottle. It is best if these are brought in a backpack or bag that can easily be carried in the woods. Please plan for lunches and snacks that do not require refrigeration. As an organization concerned about protecting the environment, we encourage reusable or recyclable containers.

We request that you label your child[ren]’s belongings - especially jackets, hats, raincoats, etc. which are likely to be taken on and off during the day. Our lost and found often gets quite full and it is difficult to return items without identification.

Please Do Not Bring

Cell Phones, Candy, Soda, Gum, Pocket Knives, Aerosol Cans, Money or Handheld Electronic Items

For additional questions, please contact your NH Audubon Center:

NH Audubon’s Massabesic Center, Auburn: (603) 668-2045 or mchamplin@nhaudubon.org
NH Audubon’s McLane Center, Concord: (603) 224-9909, x 333 or smorelli@nhaudubon.org

Thank you for including NH Audubon in your summer plans, and we look forward to seeing you soon!

Sincerely,

Madeline Champlin, Camp Director (Massabesic)
Shelby Morelli, Camp Director (McLane)
NH Audubon Camper Contract

Welcome to New Hampshire Audubon Camp!! Our primary goals include fun, safety, fun, learning, and fun! To ensure that your child has a positive and safe camp experience at New Hampshire Audubon, we take extra effort to openly discuss our expectations for campers and staff. We regularly remind campers that we expect them to act in cooperation with stated and written policies. On the first morning of each session, counselors meet with their campers to go over our rules during the week. Each camper is asked then asked to agree to a pledge or contract that encourages respect and safety for everyone. The following list includes rules and guidelines that we teach campers:

- We ask children to commit to the well-being of the camp community, to cooperate with staff, and to treat others with respect.
  - We all keep our hands and body to ourselves, which includes; no hitting, biting, kicking, pushing or shoving.
  - Be respectful and listen to your camp counselors.
- We also request that they behave as partners to maintain or restore appropriate behavior. Inappropriate behavior will be countered with a warning, time-out, parent conference, and if necessary, expulsions.
  - Using camp appropriate behavior and language; no swearing or foul language, no talk about weapons, violence, or derogatory terms.
  - Be respectful of fellow campers and set good examples for each other.
- Campers should not share food with others.
- Campers should not bring technology to camp. If they do, for use during Extended Care or after camp, it is to be kept in their backpack during the hours of 8:30am to 4:00pm.
- Campers must be in the presence of an adult staff member, or have their permission to move from one location to another (ex. Bathroom break).
- The kitchen of each Center is off-limits to campers. That kitchen is for staff use only.
- Campers should respect the Center’s animals and are introduced to campers by staff. Camp staff can take an animal out for a program and campers maybe allowed to touch or handle an animal with camp staff direction and supervision.
- Camp supply closets are for adults only.
- When moving from one location to the other, campers must stay in between the two Counselors. We call this the “Counselor Sandwich”.

The Camper Contract is a starting place to ensure a positive and safe experience. Our Discipline Policy Plan guides our actions if students don’t adhere to the contract language and intent.

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NH Audubon Camp
Discipline Policy

Welcome to New Hampshire Audubon Camp! Our Discipline Policy is intended (a) to guide staff when camper behavior does not follow our Camper Contract, and (b) to give parents information on how we ensure safety and a positive experience for all. If staff and counselors at New Hampshire Audubon feel a camper does not follow the behavior expectations outlined in our Camper Contract actions described below will help us return to a positive environment. This information is included in our Camper Conduct/Discipline section of NH Audubon’s Camp Policy Manual.

Each step in the list below represents an elevating level of intervention with NH Audubon counselors and/or staff. Each step is intended to reduce or eliminate inappropriate behavior or interactions between campers or between campers and counselors. It is the Camp Director’s responsibility to ensure that all staff adhere to these steps. If counselors feel the situation warrants, it may be necessary to begin with a higher step in the Discipline Policy Plan.

For each step, a camp counselor or staff may:
1. Provide a verbal warning;
2. Discuss reasons why the behavior is unacceptable and try to resolve the issue one-on-one with the camper;
3. Escort the camper during a time away from activity (i.e. time out);
4. Escort the camper to the Camp Director or Assistant Camp Director for further discussion;
5. Starting with step three (3) above, a Camp Director or Assistant Director will either contact the parent/guardian, or talk with the parent during pick-up, to discuss camper’s behavior;
6. If necessary, the Camp Director may request a parent conference to discuss next steps;
7. If necessary, the Camp Director has authority to expel a camper if behavior is severe, uncontrollable, poses a safety hazard or threat to others.

If a camper physically harms another camper steps 4 and 5 are immediately enforced and the Camp Director can deem the situation serious enough to limit, or expel the camper.

Camp Directors reserve the right to make the final determination whether a camper’s enrollment or continued enrollment in camp is appropriate.

Parent Signature_______________________________________ Date__________________