



NH AUDUBON
Protecting our environment since 1914

Camper Information and Forms Packet

Centers in Concord ● Auburn ● Hebron

Dear Camp Parents, Guardians, and Caregivers:

Thank you for registering your child(ren) for NH Audubon's Nature Day Camps 2023! As the camp season approaches, we look forward to welcoming each child to our program and getting to know them. Please carefully review the following important camp details to be prepared for an awesome week(s) with us. 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 19, 2023 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 \$50 administration fee per camper will be kept for all authorized 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 (Including Camper Profile, Photo Release, and COVID Waiver) are to be completed online at <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.** In addition to the online forms, we require the enclosed Camper Physician Form, signed Camper Contract, and Discipline Policy Acknowledgement to be remitted no less than 2 weeks prior to the start of the camp session.

Please Note: The Camper Physician Form 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

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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 a valid government issued photo ID at check-out. If someone other than you will be picking up your child, we require a signed note ahead of time as well as a valid government issued photo ID of that person upon pick up.

Pick-Up time is 4:00-4:30 p.m. (12:00 for summer "Wonders" half-day programs).

If you cannot make the above pick up or drop off times work with your schedule, we have the following options for an additional fee (available in the CampBrain registration):

Early Care/After Care

- *If you have registered for early care via CampBrain, the earliest drop off time is 8:00am*
- *If you have registered for after care via CampBrain, the latest pick up time is 5:00pm*

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Camper Physician Form

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?

No Yes :

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

VACCINE	DATE OF BASIC IMMUNIZATION	YEAR OF LAST BOOSTER	DATE OF ILLNESS
DPT (Diphtheria, Whooping Cough, Tetanus)			
TD (Tetanus, Diphtheria)			
Tetanus			
Polio, oral			
Polio, salk			
Measles			
Mumps			
Rubella			
Hepatitis B			
Chicken Pox			
TB Mantoux test Positive <input type="checkbox"/> Negative <input type="checkbox"/>			

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Camper Physician Form (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? No Yes : 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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NH Audubon Camper Contract

Note to parent/guardian: Please read this contract with your camper(s) to ensure that they understand the expectations of camp.

Dear Camper,

Welcome to New Hampshire Audubon Nature Camp!! Our primary goals for the summer include having fun, exploring safely, having fun, learning about the world around us, and having fun! To ensure that everyone has a positive and safe camp experience at NH Audubon, we take extra effort to discuss our expectations for campers like you and your camp leaders. We regularly remind everyone at camp that we expect them to treat each other with respect and to be excited about learning. On the first morning of each session, camp leaders will meet with you and your group to go over our rules during the week. You will then be 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 will ask you to agree to:

- I will commit to the well-being of the camp community, to cooperate with staff, and to treat others with respect.
 - I will keep my hands and body to myself, which includes no hitting, biting, kicking, pushing, or shoving.
 - I will be respectful and listen to my Camp Counselors and Outdoor Educators.
- I will help maintain or restore appropriate behavior in myself and in others. I will let my camp leaders know right away if another camper is hurting me or others. Inappropriate behavior will be addressed with a warning, time-out, parent conference and, if necessary, expulsions.
 - I will use camp appropriate behavior and language: no swearing or foul language, no talk about weapons, violence, or putting down others.
 - I will be respectful of fellow campers and set good examples for my fellow campers.
- I will not share food with others.
- I will not bring distracting technology to camp. If I do, I understand that it is only for use during Extended Care or after camp. I will keep it in my backpack during the hours of 8:30am to 4:00pm.
- I will remain in the presence of an adult staff member or have their permission to move from one location to another (ex. Bathroom break).
- I will respect the Center's animals when introduced to me by staff. Camp staff can take an animal out for a program and you may be allowed to touch or handle an animal with camp staff direction and supervision.

Camper Signature _____

Date _____

Parent Signature _____

Date _____

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

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NH Audubon Camp

Discipline Policy

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. **In the event of expulsion, no refunds are provided.**

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 a final determination whether a camper's enrollment or continued enrollment in camp is appropriate. In the event of expulsion due to inappropriate behavior, no refunds are provided.

Parent 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/water-proof clothes. A pair of boots for outside and sneakers for inside is helpful. Please bring extra pants, shirt, 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.

Policies regarding COVID-19

NH Audubon has adopted the latest masking guidelines from the CDC as of March 1, 2022 (see: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>). Depending on the Community Level (rate of community transmission of Covid-19) in the counties where we operate (McLane = Merrimack County; Massabesic = Rockingham County), we will adhere to the respective guidance. In short, we welcome anyone to wear masks indoors, and/or when 6' distance between individuals is unable to be maintained in outdoor settings at any time depending on individual circumstances. When the Community Level is Low or Medium we will not require masking indoors, however, if the Community Level is High, we will require the usage of properly fitting face coverings indoors.

Thankfully, most of our time at camp is spent outdoors, and studies have shown the risk of viral transmission is very low in open air even with the Omicron variant (see: [CDC](#) & [NPR](#) publications for more information). Based on this guidance, **masking will not be required when outdoors**.

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This is a dynamic policy, and so if/when the counties in which we operate are in a Medium or Low Level of Community Transmission we will not require indoor masking. That said, we welcome any individuals to wear masks at any point if this will make them feel more comfortable/safe given their individual/family circumstances.

We encourage all campers to be fully vaccinated against COVID-19 but are not requiring it. All our staff are fully vaccinated. Studies show that being vaccinated reduces the severity of illness if one does catch it. Please reach out to our camp directors if you have questions or concerns regarding our Covid-19 policies. These policies are subject to change based on evolving pandemic conditions and CDC recommendations.

Tick awareness & prevention

Ticks are regularly active in our fields and on our trails. We will be talking with campers about checking for ticks often throughout the day when they are with us. Please take steps to prevent bites and thoroughly check for ticks on campers and in their gear every day after camp. Many free resources and how-to guides can be found at: <https://tickfreenh.org/>.

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 McLane Center, Concord: (603) 224-9909, x 333 or smorelli@nhaudubon.org

NH Audubon's Massabesic Center, Auburn: (603) 668-2045 or Sroosa@nhaudubon.org

Thank you for including NH Audubon in your summer plans.

We look forward to seeing you soon!

Sincerely,



Shelby Morelli, Camp Director (McLane)



Slater Roosa, Camp Director (Massabesic)

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