

**MAD RIVER GLEN
NATURALIST
ADVENTURE
CAMP**

2011

Parent Policy Handbook



WELCOME!

Thank you for enrolling in Mad River Glen's Summer Naturalist Adventure camp. This will be the eleventh year of our Naturalist Adventure camp! We are pleased and excited for your child(ren) to participate. We strive to provide a fun and stimulating experience for children, through small groups, highly qualified staff, and unique adventure activities. Please read over the information in the Parent Policy Handbook carefully. If you have any questions, please do not hesitate to contact our camp Director or staff.

DATES & ENROLLMENT

The Mad River Glen Naturalist Adventure Camp (MRGNAC) will operate Monday through Friday from 8:00 a.m. to 4:30 p.m, except Monday July 4th when we will be closed. Morning drop-off is from 8:00 am to 8:30 am and afternoon pick-up is from 4:15 pm to 4:30 pm. If your schedule requires other drop-off or pick-up times, please contact the Director to make arrangements. MRGNAC will operate from June 20th through August 19st.

PLEASE NOTE: Each week, campers will have the opportunity to participate in a variety of adventures (e.g. kayaking, rock climbing, hiking, swimming etc.). Each week will include a paddling trip, a hike and may include a trip to Bolton Adventure Center (BAC) for their challenge and ropes courses, high and low elements, and swimming. Parents will be notified of scheduled activities no later than the beginning of each week. **We cannot guarantee the entire summer's schedule or accommodate requests to register for a specific activity.**

MRGNAC will accept children from the ages of 8 to 12 (age at the time the child attends camp). As space permits, we will accept daily registrations for our summer camp. Any changes to the contracted weeks are subject to the Director's approval. **Should the parent(s) for any reason change the enrollment dates, two weeks advance notice must be given, or the parent will be responsible for full payment for the dates registered.** In the event of a cancellation, extenuating circumstances may be considered, please contact the Camp Director to discuss.

All forms must be signed and returned prior to or upon arrival to your child's first day at camp. MRGNAC reserves the right to terminate services when circumstances warrant.

REGISTRATION FEES

There will be a one time \$25.00 per child registration fee each summer. This is a non-refundable fee. **A minimum payment of the registration fee plus one week's fees (or payment in full) is due at the time of enrollment.** The registration fee will be waived if a child's camp fees are paid in full for all registered days at the time of enrollment.

RATES AND PAYMENT

The rate for Summer Camp is \$250.00 per week (Monday-Friday). Commitments for three or more weeks total will be eligible for a discounted rate of \$235.00 per week. Daily enrollment is available (space permitting) at \$55/day or \$47/day for 15 or more days total enrollment. A second (or more) child in the same family is eligible for a 10% discount on camp fees (when attending camp at the same time). Payment is required at the beginning of each week. If payment in full is not received at the beginning of each week your child's

enrollment is not guaranteed. We will accept a credit card number to guarantee your child's enrollment. We will charge your card on the Monday that payment is due. If you would like to set-up any other payment plan, please contact the Director.

HOURS AND DAILY SCHEDULE

MRGNAC operates from 8:00 a.m. to 4:30 p.m. To allow flexibility to parents, drop-off is permitted anytime from 8:00 to 8:30 am and pick-up will be between 4:15 pm and 4:30 pm. Children arriving after 8:30 a.m. risk missing the departure of field trips that leave the base area promptly at 8:30 a.m. The camp ends at 4:30 p.m. PLEASE NOTE: Due to off-site activities, some days we may not return to the base area until 4:15 pm. If a child has not been picked up by 4:45 pm, the emergency contact on the enrollment contract will be notified to pick up the child. Our times are designed to give working parents enough time for a full work day between drop-off and pick-up. Early drop or late pick-up off can be arranged with advanced notice for an additional charge. Flexibility is one the strong features of our program, so please contact the Director if you have questions.

The Director will determine any unscheduled closings. These closings are very rare, however, they could be from hazardous weather conditions, to building or site problems, i.e. no electricity, plumbing issues, or circumstances that interfere with operations. Parents will not be required to pay for these unscheduled closings. If any delays in opening should occur, staff will make every effort to contact parent(s) by telephone with an explanation.

Drop off and pick up times provide a chance for employees and parent(s) to talk and give instructions or information that may be deemed necessary. A list of persons permitted to drop off or pick up your child is part of the registration & needs to be filled out completely. This information must be given to MRGNAC and updated when any changes occur.

The MRGNAC daily program will typically follow this routine:

- 8:00 a.m. – 8:30 a.m. Drop-off, Question & Answer, prep gear for trips.
- 8:30 a.m. – 9:00 a.m. Daily orientation with campers, departure from Mad River Glen base area to field site or on-mountain activities.
- 9:30 a.m. – Noon Planned outside activity, field naturalist lessons, snack.
- Noon – 12:30 Lunch.
- 12:30 p.m. – 3:30 p.m. Field trip and swimming (if applicable).
- 4:00 p.m.– 4:15 p.m. Return to Mad River Glen base area.
- 4:15 p.m. - 4:30 p.m. Scheduled pick-up time.

ACTIVITIES

MRGNAC strives to provide a stimulating schedule and a supportive environment for children. Some activities may be strenuous or challenge your child's abilities. No child will be forced to participate in any activity in which they feel uncomfortable. We use the philosophy of "challenge by choice." We will incorporate skill building lessons along with informative presentations and hands-on outdoor adventures that focus on teachable moments - building awareness and appreciation for the natural world. Children are encouraged to keep a journal, draw or sketch, and reflect with parents about the day's activities and the knowledge they gain. Children will spend almost all of their time outside, including some inclement weather. Children should be prepared to spend the day outside, even if it is raining. Should the weather be dangerously inclement, (thunderstorms, lightning, high-winds, etc.) alternative indoor activities have been planned.

LUNCHESES & SNACKS

We are not able to provide lunches for the children. It will be necessary for each child to have a packed lunch, water, and snacks for each day. The child's lunch should be packed in backpack or other suitable arrangement such that they can carry their lunch with them. Lunches that require refrigeration or re-heating are strongly discouraged, as we will not be able to provide these services. We will usually have lunch "on the go" or away from facilities.

DISCIPLINE

MRGNAC's philosophy is to use positive methods of guidance to encourage self-control, cooperation, and respect for others. Rules, expectations, and limits shall be applied to the children on a consistent basis, and explained at the start of each day in a manner that the child will understand. Appropriate behavior and respect for camp leaders is essential to the enjoyment of the camp for all children. Since most days involve extended field trips, there are generally few options to separate an uncooperative child. If your child becomes consistently disruptive to the group or fails to follow the directions of the camp leaders, he/she will not be permitted to continue at MRGNAC. **Please explain these expectations carefully to your child, as they are essential to the well-being and safety of our group.**

ILLNESS/INJURY POLICY

Children **cannot** be admitted to MRGNAC if there are symptoms of any contagious illness or condition, i.e. fever, diarrhea, vomiting, rashes, severe coughing, etc. If a child exhibits any of these conditions while attending camp, parent(s) will be notified and arrangements to send the child home will be necessary. To readmit your child, he/she must have gone 24 hours without exhibiting symptoms of their illness. It is the parent(s) responsibility to report to MRGNAC if your child has been exposed to any of these symptoms or contagious illness. MRGNAC will also do the same if your child has been exposed while at the day care.

Medication(s) brought in for a child **must** be hand delivered to a staff member by a parent. It is **not** to be left in the child's lunch box, daypack, or on his/her person in any form. A permission slip to dispense medicine(s) must be written with full instructions specifying content, dosage amounts, and times. This is necessary for each medication.

In case of medical emergency, or accident, MRGNAC will contact parent(s) and the child's doctor listed on the contract, and EMT's, if necessary. If parents cannot be reached, the emergency contact(s) will be reached. Parents must sign and return the emergency medical release that is included with the child contract.

CLOTHING REQUIREMENTS

Children must come to the camp dressed appropriately for field activities and the weather, including a rain jacket. For most days, a sturdy set of sneakers is best – no open toes shoes or sandals are permitted when attending Bolton Adventure Center or bicycling. For rock climbing, a comfortable pair of sneakers is fine. For hiking, we recommend hiking boots, or the sturdiest pair of shoes that your child owns. For kayaking or canoeing, sandals or shoes that can get wet are recommended. Certain activities are “hands on” and will likely get your child clothing dirty and/or wet. An extra set of clothing and footwear should be sent with your child to be kept at the base area or in the van. Your child should also come prepared with a swimsuit and a towel for each day at camp.

EQUIPMENT POLICY

MRGNAC will provide all necessary equipment for field trips and adventure activities, with the exception of bicycles and personal overnight camping gear. We will notify you of the planned schedule for each week, so that your child can come to camp adequately prepared. Children should bring their own bicycle and a helmet for days when biking is planned. All other equipment will be provided as part of the camp.

PHOTOGRAPHS/PUBLICITY POLICY

Staff may occasionally take photographs of the children. At times, children may be photographed to appear in local newspapers or other publications. Permission for photographing your child on these occasions is included in the child contract. If you do not wish to consent to these terms, please indicate on the application contract.

ABUSE REPORTING POLICY

As mandated by State Law, all staff members at MRGNAC are required to report any suspected or observed abuse, and/or neglect to the State.

POLICY CHANGES

MRGNAC will provide written amendments for any changes made to MRGNAC policies.

OTHER

Smoking is prohibited on Mad River Glen's summer camp premises or in view of the children. This is a State of Vermont regulation.

Naturalist Adventure Camp – Summer 2011

LIST of items to bring to camp every day

- Rain jacket
- Lunch
- Water (or other drinks)
- Sunscreen
- Snacks
- Backpack to carry everything comfortably
- Sturdy footwear
- Swimsuit
- Towel
- Dry change of clothes (may be left at Cricket Club for the week)
- Bug spray (as needed)
- For river days: sandals or other footwear that can get wet

Note: This handbook is the sole property of Mad River Glen Naturalist Adventure Camp. No portion of this handbook may be reproduced without permission of Mad River Glen Naturalist Adventure Camp.