

# Camp Handbook 2020



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### Camp Hours:

Monday – Thursday  
9:00 AM – 4:00 PM  
Friday  
9:00 AM – 3:30 PM

### Camp Location:

VINS Nature Center  
149 Natures Way  
Quechee, VT 05059

## Contact Information

**Address:** Vermont Institute of Natural Science  
149 Natures Way  
PO Box 1281  
Quechee, VT 05059

**Phone:** 802-359-5000  
**Fax:** 802-359-5001  
**Email:** [camps@vinsweb.org](mailto:camps@vinsweb.org)  
**Website:** [www.vinsweb.org/nature-camp](http://www.vinsweb.org/nature-camp)  
**Tax ID#:** 03-0231665

**Staff:** Sarah Strew, Lead Nature Camp  
[sstrew@vinsweb.org](mailto:sstrew@vinsweb.org)  
802-359-5000 x245

Julie Kozak, Nature Camp Assistant  
[jkozak@vinsweb.org](mailto:jkozak@vinsweb.org)  
802-359-5000 x245 (May – August)

Dear VINS Nature Camp Families,

Thank you for choosing VINS Nature Camp. Preparations are well underway for another summer of adventure and discovery.

This handbook is designed to help you plan for camp. It contains information about our policies, drop-off and pick-up, a packing list and much more.

At VINS Nature Camp, our mission is to help young people develop the life skills necessary to be a positive force for their community and the natural world. In order to be successful in our mission, we need the help of both campers and parents/guardians. The most significant way you can help is by becoming familiar with our rules and policies and by talking with your child about our camp values and behavior code before their first day of camp.

As you prepare for camp, please do not hesitate to contact us with any questions. We look forward to sharing the wonders of the natural world with your child.

Warm regards,

Sarah Strew  
Lead Nature Camp

## Who We Are

### **Organization**

Vermont Institute of Natural Science (VINS) has been a leader in environmental education and wildlife conservation since 1972. VINS' mission is to motivate individuals to care for the natural environment through education, research, and avian wildlife rehabilitation.

We offer locally-relevant and compelling environmental education programs and services designed for a wide audience. Our programs combine environmental science concepts with hands-on exploration to build empathy for nature and empower individuals to care for local natural ecosystems. Thousands of schoolchildren, teachers, conservation volunteers and other adult learners from throughout New England participate in VINS' environmental education, research and rehabilitation programs each year.

### **VINS Nature Camp Mission & Philosophy**

VINS Nature Camp helps young people develop the life skills and connections necessary to be a positive force for their community and the environment. By exploring the diversity of nature's living creatures and habitats, VINS Nature Camp nurtures each child's curiosity and helps them to build respectful and caring relationships with themselves, others, and the natural world.

At VINS Nature Camp, we have core values that inform all that we do from how we approach teaching and exploring the natural world, to how we interact with others. Those core values are:

- We recognize that curiosity and a love of learning are crucial to lifelong engagement.
- We believe that every individual has a capacity for scientific thinking and ecological awareness.
- We recognize the power of the individual to make a positive impact on the world.
- We believe in treating human and non-human nature with the utmost respect.

By recognizing these core values, VINS Nature Camp creates an environment that is inclusive, nurturing and exploratory. Campers develop friendships, learn new skills and grow more comfortable in a natural setting. Our goal is that when they leave VINS Nature Camp, they will have a better understanding of themselves and their relationships with the human and natural world.

## General Camp Information

### **Important Dates for Summer 2020**

VINS runs weeklong camps throughout the summer. In addition to our weekly camp offerings, VINS Nature Camp hosts events for campers and their families twice during the summer.

Event	Date	What is it?
VINS Nature Camp Kick-Off	Friday, June 12, 2020	An opportunity for campers and families to spend an evening at VINS Nature Center and meet Camp Instructors prior to the start of the summer.
Family Night	Friday, August 14, 2020	Celebrate the summer with a walk down memory lane. Campers and families are invited to come to VINS Nature Center for a cookout and fun, family activities.

## **Camp Locations**

VINS Nature Camp runs camps at locations in both Vermont and New Hampshire.

Your camper will be participating in camp(s) held at the VINS Nature Center in Quechee, VT. The VINS Nature Center serves as the center of VINS' organizational operations. Our 47-acre campus features nature trails, the VINS Forest Canopy Walk, exhibit spaces, observation platform, outdoor classroom and 17 state-of-the-art raptor enclosures. The campus' trails and paths wind visitors through a floodplain forest, along the Ottauquechee River, and through an upland meadow.

## **Age Groups**

Camps are designed for specific age groups starting with pre-school through grade 8. VINS uses the following designations to identify camps and campers by age group:

- *Peeps* are children age 4 & 5 or entering kindergarten
- *Fledglings* are children entering grades 1-3
- *Falcons* are children entering grades 4-6
- *Eagles* are children entering grades 6-8

## **Camper Supervision**

Camps will be staffed to comply or in some cases exceed American Camp Association staff/camper guidelines as follows:

- *Peeps*: 1 instructor to 6 campers
- *Fledglings*: 1 instructor to 6 campers
- *Falcons*: 1 instructor to 8 campers
- *Eagles* day camps: 1 instructor to 8 campers
- *Eagles* overnight camps: 1 instructor to 6 campers

Campers will be under the direct supervision of a camp instructor at all times.

## **Leader-In-Training**

VINS Nature Camps' Leader-in-Training Program involves teens in our camp community by offering them the opportunity to volunteer in our fun, recreational setting while giving them experience working with groups of children in the outdoors. This specialized volunteer program is offered to individuals who are ages 14 (as of June, 2020) through 17 and who will be entering or returning to high school in the fall of 2020.

Your camper's group may have up to two L-I-Ts assigned to them for the week. L-I-T volunteers are closely supervised by VINS Nature Camp staff and are designated responsibilities as appropriate, which may include leading group games, assisting specific campers, or helping to lead lessons/activities for the week.

## **Required Forms**

### ***VINS Nature Camp Health and Emergency Care Form***

The VINS Nature Camp Health and Emergency Care Form must to be completed and returned at least **two weeks prior** to your child's first day of camp. This important information helps us prepare to welcome your child to camp and must be on file with VINS Nature Camp before any child is allowed to participate in a VINS camp.

Your child's Instructors will review these completed forms before the start of each camp week to become familiar with any allergies or special health-related needs of campers.

A link to this form is included in your registration confirmation or can be downloaded from the Camp Forms page on our website at <https://vinsweb.org/nature-camp/forms/>.

If you indicate a special need or health concern for your child on the VINS Nature Camp Health and Emergency Care Form, the Lead Nature Camp may contact you directly to discuss your child's particular needs and accommodations VINS can make to best serve your child.

## Drop-off & Pick-up

Camper drop-off and pick-up is located at the white tent at the east end of the VINS Nature Center parking lot.

Important: As you enter and exit our camp locations **there is a set speed limit of 10 mph** to ensure the safety of campers, visitors, and wildlife.

**Drop-off Time:** 9:00 AM Monday – Friday.

**Pick-up Time:** 4:00 PM Monday –Thursday, **3:30 PM Friday**.

You must provide VINS with a list of all adults who are authorized to pick up your child **INCLUDING** yourself. **Each person must show an ID at the point of pickup.** The authorized pick-up list is included in the VINS Nature Camp Health and Emergency Care Form.

### Visits

For the safety and privacy of all our campers, visits from parents/guardians or other family members or friends during the camp day are discouraged. There is designated time for parents/guardians to get to know and communicate with their camper's instructors each morning and afternoon during drop-off and pick-up.

### Late Arrivals/Early Departures

If your camper will be arriving late or leaving early, please notify VINS Nature Camp at least one day prior so staff can plan accordingly. Contact the Lead Nature Camp at 802-359-5000 x245 or email [camps@vinsweb.org](mailto:camps@vinsweb.org). All late drop-offs or early pick-ups must check in with staff at the VINS Welcome Center/Nature Store. **Adults may not go directly to any location on the VINS Nature Center campus to retrieve their camper.**

## A Day at Camp

### Daily Schedule for Camps

<b>9:00 AM</b>	<b>Drop-off</b> When campers arrive at camp they will be checked-in by a VINS Nature Camp staff member, then directed to their respective camp meeting spaces. Parents/guardians may walk their camper to their meeting space. Instructors will have some ongoing activity to occupy campers until the whole group has arrived.
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<b>9:15 AM</b>	<b>Official Week Kick-Off and Welcome (Mondays) Group Games (other days of the week)</b> Each Monday campers gather at our Campfire Ring to welcome everyone to camp then briefly review behavior code and expectations. Either the Lead Nature Camp or Nature Camp Assistant runs this. Other days of the week, camps usually gather on the playing field for all-camp games.
<b>9:45 AM</b>	<b>Guided Exploration on Daily Theme- Built in snack time</b> During this 2+-hour activity block, Instructors lead lessons and activities pertaining to the theme for the day. Activities vary according to age of the campers and camp topic. All camps plan to take about a 15-20 minute snack break during this activity block.
<b>12:00 PM</b>	<b>LUNCH AND FREE PLAY</b> Lunch generally happens at each camp's meeting space however, Instructors may decide to take the group on a picnic lunch on the trail or somewhere else at the camp location. Following lunch, campers will have designated time for supervised free play.
<b>1:00 PM</b>	<b>Continued Exploration of the Daily Theme</b> During this 2.5 hour activity block, Instructors lead more lessons and activities pertaining to the theme for the day. Activities vary according to age of the campers and camp topic. On Fridays at 2:30 pm, the whole camp gathers for a closing campfire. Campers share a favorite memory from the week and roast a s'more.
<b>3:30 PM</b>	<b>Wrap Up Activity</b> Reflection is an important part of the day. It is a good opportunity for campers to review what they learned and share their experiences.
<b>4:00 PM (3:30 PM Friday)</b>	<b>Pick-up/Free Play</b> Parents/guardian are encouraged to check-in with their child's Instructors for a review of the day. Campers must be signed-out before leaving camp at the end of the day. In order to sign out their camper(s), adults picking up a child <b>must present a photo ID</b> to staff and initial their camper out for the day on the camp roster.

Note: Peeps and Overnight camp schedules will differ from this one.

### **Extended Day**

VINS Nature Camp offers an extended day option starting at 8:15 AM to the start of the camp day and from the end of the camp day until 5:30 PM, Monday – Friday on various weeks. You may register your child for either or both of these options on a weekly basis for \$25 for Early-care and \$50 for Aftercare per camper when available.

If you would like your child to participate in our extended day program or to learn more about availability, please call the Lead Nature Camp at 802-359-5000 x245.

In the event that you are running late to pick up your camper from our Extended Day program and it is after regular VINS Nature Center business hours (5:00 PM), please email [camps@vinsweb.org](mailto:camps@vinsweb.org) or call VINS' Lead Emergency Cell Phone (802) 299-6225 to notify VINS staff. **Do not leave a voice message – You must speak to someone.**

## Packing List

Your child should come to camp each day dressed in casual, comfortable clothes, ready to hike, run, and likely get wet and dirty. Your camper should be dressed for the weather and be prepared to spend most of the day outdoors.

### **What to Pack/Wear**

- Day pack to carry belongings
- Lunch**
- One or two snacks
- Water bottle (water is available for refills)
- Complete change of clothes
- Sturdy walking shoes (ex. sneakers or closed-toed sandals)
- Insect repellent and sunscreen
- Baseball cap or sun hat
- Sweatshirt or lightweight jacket
- Raincoat
- Rain boots/shoes, if desired
- Empty plastic bag for bringing home wet clothes
- Medications (medication permission form must be filled out in VINS Nature Camp Health and Emergency Form)
- Bathing suit and towel<sup>1</sup>
- Water shoes, if desired (ex. aqua socks, water sandals, or old sneakers)

### **What NOT to Pack/Wear**

- Video games, iPods, cell phones or any other electronic toys or devices
- Personal items or toys unless otherwise requested by an instructor for a share time
- Flip flops or open-toed sandals
- Nice clothing that should not get wet or soiled
- Prescription or over-the-counter medications not listed in VINS Nature Camp Health and Emergency Form

Please be sure to label all of your child's belongings. At the end of the camp season, all unclaimed lost and found items will be donated to the L.I.S.T.E.N. Center in White River Junction, VT.

## Transportation Policies

If your camper is participating in a camp that includes a field trip to an off-site location, you will be informed when registering for that camp offering. VINS will be responsible for transporting campers to and from any off-site field trip location.

All operators and passengers must wear seatbelts and/or other child restraint devices when riding in a VINS or VINS-rented vehicle. Parents/guardians must provide booster seats or other child restraint (if needed) on days when children are to be transported by camp staff.

VINS will have copies of driver's licenses on file of any staff member driving VINS Nature Camp participants. Campers will never be transported in a staff member's personal vehicle.

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<sup>1</sup> This camp location does not have a swimming facility, however there are options for water play on hot days.

## Photo Release

Parents/guardians will be asked to sign a photo release permitting VINS to use photo images of campers in newsletters, on our website, and in brochures and other promotional materials. This is included in the Acknowledgement and Release section of the VINS Nature Camp Health and Emergency Care Form. If a parent/guardian has refused the photo release, VINS staff will not take photographs of that camper or if they do, must delete or crop out the image of the child.

## Health Care Policies

### **Medication**

If your camper will be taking any prescribed or over-the-counter medications while at VINS Nature Camp you must notify camp staff by completing the Camper Medication Information, Permission, and Waiver section in the VINS Nature Camp Health and Emergency Care Form. You must provide any necessary medication for your child and give that medication directly to your child's Camp Instructors. Camp staff are not permitted to administer any medications; however, we will remind and/or assist your child in taking his or her medicine according to your instructions.

Epi-Pens, inhalers and any other lifesaving medications or medical devices will be carried in the first aid kit of your camper's Instructor at all times. Parents of campers with Epi-Pens and inhalers must initial the acknowledgment in the Camper Medication Information, Permission, and Waiver section in the VINS Nature Camp Health and Emergency Care Form of their child's ability to self-administer the medication.

### **Illness and Minor Injury**

Please do not send your child to camp if s/he is ill.

If your child is injured or becomes sick or upset during the camp day VINS Nature Camp staff will provide any necessary care including First Aid. If the injury or illness limits the child's ability to participate in camp activities, a camp staff member will contact you to pick up your child.

You will be notified of any First Aid provided to your child by VINS Nature Camp staff.

### **Emergencies**

All VINS Nature Camp staff members are certified in First Aid and CPR and are trained to respond to emergencies. In the event of a health emergency, you will be contacted immediately. If staff are unable to reach you, your emergency contact will be notified.

If necessary, your child will be transported by ambulance to the nearest appropriate medical facility. A camp staff member will remain with your child, including during transport, until you or your designated emergency contact arrives.

If an emergency or last minute change may influence pick-up times or locations, parents/guardians will be contacted by the Lead Nature Camp via email broadcast as well as by phone.

### **Sunscreen and Insect Repellent**

Parents/guardians are responsible for applying any topical skin applications, such as sunscreen or insect repellent to their child. Sunscreen along with mosquito and tick repellents are strongly recommended. With permission from parents, VINS camp staff may assist children with the re-

application of sunscreen or insect repellent. Permission for assistance applying sunscreen or insect repellent is given on the [VINS Nature Camp Health and Emergency Care Form](#).

### **Food**

You should plan to pack a lunch as well as one or two snacks each day for your camper. Additionally, please send your camper with a refillable water bottle each day. Hydration is important and for your camper's convenience, we have a filtered water filling station available at VINS.

Staff will supervise campers during lunch and snack times to encourage them to eat a good portion of their lunch and ensure that campers are not sharing their food with others. Campers should be informed not to share food for health and safety purposes.

Instructors will be aware of any food allergies in their group and take steps to ensure that campers avoid contact with their allergen. **PLEASE NOTE: VINS is NOT a peanut/tree nut-free site.** VINS cannot control the contents of lunches that our public visitors and other campers bring to our camp site and nature center. Children with severe nut or other food allergies will be provided a separate table to eat at and camp staff will check the lunches of other campers sitting with them to ensure their allergen is not present.

## Behavior Policies

VINS Nature Camp is committed to providing each camp participant, whether a camper, Leader-In-Training, or staff member, with a safe, nurturing camp experience that accommodates individual needs and learning styles.

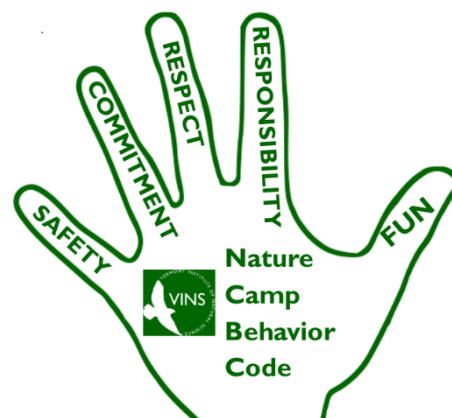
### **VINS Nature Camp Behavior Code**

In order to maintain the safety and quality of our camp program, we expect that everyone understand and adhere to our VINS Nature Camp Behavior Code. Please review the VINS Nature Camp Behavior Code with your child prior to their first day of camp.

#### **VINS NATURE CAMP BEHAVIOR CODE**

VINS Nature Camp's Behavior Code is based on the Five Finger Contract used by many adventure and challenge-by-choice programs. In our behavior code, we embrace five values, represented by each of the five fingers, which direct how we conduct ourselves at VINS Nature Camp.

- The **Pinky Finger** is the smallest and easiest to hurt which is why it represents **Safety** in our behavior code. When we look at our pinky, it reminds us to look out for the emotional and physical safety of others and ourselves, by following safety rules, using kind language, and keeping our hands to ourselves.
- People traditionally wear wedding bands on their **Ring Finger** to represent their **Commitment** to their partner. VINS Nature Camp expects participants commit themselves to the camp experience by participating in the activities of the day, being willing to try new





things, and being open to facing challenges. This allows campers to get the most out of their camp experience.

- At VINS Nature Camp, the **Middle Finger** represents **Respect** for each other, ourselves, and the world around us. Camp participants practice working with others and seeing the capacity for good in everyone. While at camp, participants are also encouraged to think about ways to respect our camp environment.
- The **Pointer Finger** points; people often use it to point at others; at VINS Nature Camp we point this finger at ourselves. This finger reminds everyone about their **Responsibility** as part of a group. Everyone gets to choose how he or she behave. At VINS Nature Camp, children are taught to make their own choices and to take responsibility for their actions.

“**Thumbs up**” is a universal gesture of approval. At VINS Nature Camp, the thumb reminds us to keep a positive attitude, encourage others and **HAVE FUN**. VINS Nature Camp curricula are designed so that campers will have fun while exploring nature and through those experiences build a better understanding of and appreciation for the natural world.

### **Behavior Management**

VINS Nature Camp staff are trained in behavior management techniques and work with campers to resolve issues with their conduct. However, certain behaviors are deemed unacceptable at VINS Nature Camp; including, but not limited to, intentionally harming others, bullying, using abusive language or disobeying camp rules established at the start of the camp week.

In the event of unacceptable behavior, staff may issue the camper a ‘Strike’. VINS Nature Camp operates on a three-strike policy when dealing with discipline issues:

**1<sup>st</sup> Strike** – Parent or guardian will be notified of the behavior and ensuing ‘Strike’ at the end of the camp day. VINS Nature Camp staff will work with parents/guardians and the child to prevent the behavior in the future and make a plan for the rest of the week.

**2<sup>nd</sup> Strike** – Parent or guardian will be notified during camp hours of the behavior and ensuing ‘Strike’ and asked to pick up the camper immediately. Camper will be removed from camp for the remainder of the day. VINS Nature Camp staff will continue to work with parents/guardians and the child to prevent the behavior in the future and make a plan for the child’s return to camp the following day.

**3<sup>rd</sup> Strike** – Parent or guardian will be notified to pick up the camper immediately. The child will be removed from camp for the remainder of the week. No refund will be given in the event of an expulsion.

If you have any questions about our VINS Nature Camp Behavior Code or our policies regarding discipline or expulsion, please contact Lead Nature Camp, at 802-359-5000 x245.

### **Cancellation Policy**

Cancellations are discouraged. If you must cancel your child’s registration, please be aware of our refund policy outlined below. Refunds subject to a \$35 non-refundable processing fee and will be given according to the following schedule:

- If requested at least one month before the first day of camp, you will receive a full refund (less a \$35 processing fee).
- If requested one month - two weeks before the first day of camp, you will receive a 50% refund.
- If requested less than two weeks before the first day of camp, there will be no refund.
- VINS will not provide refunds if a child misses one or more days of camp due to dismissal, illness, unexpected family obligations, or any other unforeseen factor.

VINS reserves the right to cancel camp programs due to low enrollment. In the event that a camp is cancelled due to low enrollment, VINS will work to place campers in other camps or refund the entire camp fee.