

Overnight Camp Handbook 2020



Contents:

Contact Information	1
Who We Are	2
General Camp Information	2
Required Forms	3
Drop-off & Pick Up	4
A Day At Camp	5
Packing List	6
Transportation Policies	7
Photo Release	7
Health Care Policies	8
Behavior Policies	9
Cancellation Policy	11

Camp Hours:

2:00 PM Sunday - 3:30 PM
Friday

Camp Location:

Old Pepper Place Nature
Reserve
2100 Pepper Road
Washington, VT 05675

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

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

Website: www.vinsweb.org/nature-camp

Tax ID#: 03-0231665

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

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

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	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 Old Pepper Place Nature Reserve in Washington, VT - In 2013, Old Pepper Place Nature Reserve, an "off the grid," self-sustaining, seasonal property was bequeathed to VINS by good friends. This historic property consists of 327 acres of managed forest, walking trails and conserved land. The site is graced with several striking structures including a charming, 19th-century farmhouse and a large, weathered, historic barn. It also supports several streams, wetlands, and a pond. VINS has built rustic amenities on the property including composting toilets, an outdoor shower and two tent platforms. This property hosts our overnight camp programs.

Age Groups

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

- *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 Overnight 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.

VINS Nature Camp Instructors will have photocopies of all the health forms for the campers in their group along with a binder for transport purposes so that they have access to that critical information at their camp location. Originals of all camper health forms are kept securely on file in the Lead Nature Camp's office at the VINS Nature Center in Quechee.

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 parents/guardians indicate a special need or health concern for their child on the [VINS Nature Camp Overnight Health and Emergency Care Form](#), the Lead Nature Camp or the Nature Camp Assistant may contact them directly to discuss their child's particular needs and VINS' ability to accommodate them.

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: 2:00 PM Sunday

Pick-up Time: 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 Overnight 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 to the Old Pepper Place Nature Reserve during the camp week are not allowed.

Late Arrivals/Early Departures

Due to the nature of this program, VINS is unable to accommodate late arrivals, early departures or campers needing to miss a day of camp. If you have any questions please contact Lead Nature Camp at (802)359-5000 x245.

A Day at Camp

Daily Schedule for Overnight Camps

7:00 AM	Wake Up
7:30 AM	Breakfast & Chores
9:00 AM	Guided Exploration on Daily Theme During this 3 hour activity block, Instructors lead lessons and activities pertaining to the theme for the day. Activities may include hiking on the trails.
12:00 PM	Lunch & Free Time Lunch generally happens at the Main House area 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 time.
1:30 PM	Continued Exploration of the Daily Theme During this 3 hour activity block, Instructors lead more lessons and activities pertaining to the theme for the day.
4:30 PM	Wrap Up Activity/Group Debrief Reflection is an important part of the day. It is a good opportunity for campers to review what they learned or the activities they did that day.
5:00 PM	Free Time & Dinner Prep Campers will have designated time for supervised free time while the meal prep chore group gets dinner ready.
6:00 PM	Dinner
7:00 PM	Evening Activity Evening activities may build on the theme for the day or may be a fun game or activity to promote teambuilding or group rapport. Activities can include skits, improv games, hide-and-seek, or games that are best played in the dark.
8:30 PM	Ready for Bed
9:00 PM	Lights Out

Swimming

All swimming that takes place at the pond at the Old Pepper Place Nature Reserve will be done under the supervision of certified Lifeguards and adhere to all safety guidelines presented during the certification course.

Chore Groups

Campers will be assigned to a chore group for the week. Each morning there will be a designated time for group chores. Daily group chores include: meal prep/clean-up, bathroom clean-up and main house clean-up. Each chore group will rotate their chore assignments daily.

Campers are expected to keep their tent area tidy throughout the week.

Bathrooms and Showers

The Old Pepper Place Nature Reserve has one outdoor shower for camper use. Showers will be kept to a minimum. VINS will provide biodegradable soap for campers to use in the outdoor shower.

Overnight

There will be one tent for the boys and one for the girls attending camp.

Except going to the bathroom or on some planned night time activity, campers may not be out of their tents after lights out at 9:00 PM.

Packing List

Your child should come to camp 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 the entire week outdoors.

What to Pack/Wear¹

- Day pack
- Overnight bag to carry belongings
- Water bottle
- Complete change of clothes for 5 days
- Sturdy walking shoes (ex. sneakers or hiking boots)
- Comfortable camp shoes (ex. close-toed sandals, sneakers, or slippers with rubber sole)
- Insect repellent and sunscreen
- Baseball cap or sun hat
- Medications (medication permission form must be filled out in [VINS Overnight Camp Health and Emergency Form](#))
- A flashlight and/or headlamp
- A sleeping bag
- A pillow
- Sleepwear/pajamas
- Towel
- Toothbrush, toothpaste and other personal care items as needed (i.e. deodorant, contact lenses, feminine products etc.)
- Warm layer for top and bottom (ex. jacket, heavy fleece or sweatshirt & sweat pants or fleece pants)
- Long underwear for top and bottom or similar type of warm layers
- Rain jacket (rain boots and rain pants a plus if you have them)
- A mess kit: 1 bowl, 1 plate, 1 mug, 1 fork, 1 spoon, and a bag or container to hold them
- Journal or small notebook
- Swimsuit, if desired (swimming in a small pond may be an optional activity during the week)

Optional Items

These items may come in handy but are not required. Please feel free to pack them if desired.

- Pocketknife (Camper's knives must be turned in to camp staff upon check-in. Campers will be allowed to use knives during designated times and/or activities as determined by camp staff.)
- Field guides, binoculars, compass or magnifying lens
- A folding/camping chair
- Camp lantern
- Cards or other games for free time
- Book for free time

¹ VINS has a small supply of camping equipment such as sleeping bags, headlamps, and long underwear to lend camp participants. Equipment and clothing loans will be made on a first come first serve basis. Please contact Lead Nature Camp at 802.359.5000 x 245 to learn more or to reserve your items.

What NOT to Pack/Wear

- Video games, iPods, cell phones or any other electronic toys or devices. This is a device-free environment. (Cellular phone service is limited at this location; camp staff will have working cell phones in the event of an emergency.)
- Personal items or toys that could get lost or that are not camp appropriate, including items that could be considered a weapon (Exceptions will be made for pocket knives)
- Flip flops or open-toed sandals
- Nice clothing that should not get wet or soiled
- Perfume, scented lotions, shampoos or soaps (We do have an outdoor shower facility onsite and VINS will provide bio-degradable soap and shampoo)
- Food of any kind (exceptions can be made for dietary needs)
- Prescription or over-the-counter medications not listed in VINS Nature Camp Overnight 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.

Phone Use

Campers should not have phones, electronics or other valuables. If they do come with any of these items VINS Nature Camp will provide safe, secure storage for them and return them at the end of the camp week.

Camp Instructors will keep phones with them at all times but will only use them in the event of an emergency.

Laundry

In the event of nighttime accidents or menstrual leaks VINS Nature Camp will take appropriate measures to get camper clean linens including asking parents to drop clean sleeping bag or sheets off at VINS Nature Center, laundering camper's linens, or lending one of our camp sleeping bags. VINS Nature Camp will ensure the camper will have clean bedding for the night.

Transportation Policies

VINS will be responsible for transporting campers to and from the Old Pepper Place Nature Reserve camp location unless you make other drop-off and pick-up arrangements with the Lead Nature Camp.

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) 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.

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 or in brochures and other promotional materials. This is

included in the Acknowledgement and Release section of the VINS Nature Camp Overnight 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 Overnight Health and Emergency Care Form.

You must provide any medication your child regularly takes and give that medication directly to your child's Camp Instructors. You should expect to spend a few minutes on the first day of camp reviewing health forms and medication schedules with camp staff. At that time, VINS Nature Camp staff will inventory the medication, including a pill count, that each camper is bringing to camp. At the end of the week any remaining pills will be counted and recorded again before being returned to parents/guardians.

Your child's Camp Instructors will remind and/or assist your child in taking his or her medicine according to your instructions. Each time a camper takes their medication, it will be recorded on that camper's Medication Record sheet. Your child's Medication Record will be made available to you at the end of the week for review, if desired.

All medication brought by campers will be kept in a locked safe during the camp week.

Epi-Pens, inhalers and any other lifesaving medications or medical devices will be carried in the first aid kit of your child's Camp 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 Overnight 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 determine if your child should remain at camp for the duration of the week.

If a camper is unable to spend the night in the camp tents but it has been decided they will not be going home, they may sleep in the first aid room in the main house. An Instructor or the Lead Nature Camp will spend the night in a separate room in the main house to supervise the camper.

Any time first aid is administered to your child, it will be recorded in the first aid log including, any time an existing injury is cared for such as redressing or cleaning. Thorough and complete description of care given will be included in the log. At the end of the week, if you would like to view your camper's first aid log you may do so.

Due to the remote setting of this camp, VINS makes an explicit exception to our over-the-counter medication policy. VINS Nature Camp staff at Old Pepper Place will have access to basic over-the-counter medicine to be used on an as needed basis for campers to alleviate minor illness or injury. This medicine is kept in a locked safe. VINS must have permission to dispense medicine on the VINS Nature Camp Overnight Camp Health and Emergency Care Form. Any time over-the-counter medication supplied by VINS is dispensed, it will be recorded in your camper's first aid log.

Emergencies

All VINS camp staff leading our overnight camps are certified in Wilderness First Aid and CPR and are trained to respond to emergencies. In the event of a health emergency, you will be contacted immediately. If VINS Nature Camp 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 Repellant

Parents/guardians are responsible for sending any topical skin applications, such as sunscreen or insect repellant with their camper for the week. . Sunscreen along with mosquito and tick repellants are strongly recommended. With permission from parents/guardians, VINS camp staff may assist children with the re-application of sunscreen or insect repellant. Permission for assistance applying sunscreen or insect repellant is given on the VINS Nature Camp Overnight Health and Emergency Care Form.

Food

Campers are encouraged to eat the food that is provided by VINS Nature Camp for this camp experience. If your child has specific dietary restrictions or food allergies, please be sure to indicate that on the VINS Nature Camp Overnight Health and Emergency Care Form.

The menu for the camp week will be designed to accommodate common dietary restrictions including vegetarian or vegan diets. If you choose to pack specialty items such as preferred foods or substitutes please keep these alternative food items to a minimum and understand that food is not allowed in the tents with campers.

Instructors will be aware of any food allergies in their group and take steps to ensure that campers avoid contact with their allergen.

If you have questions regarding the menu or sending food with your camper please contact the Lead Nature Camp at camps@vinsweb.org or call (802) 359-5000 x245.

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:

1st Strike – Parent or guardian will be notified of the behavior and ensuing ‘Strike’ immediately. 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.

2nd Strike – Parent or guardian will be notified of the behavior and ensuing ‘Strike’ immediately and camper will be removed from camp activities 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 the camp group the following day.

3rd 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.