

A young boy in a teal shirt and black shorts stands on a large, dark rock in a forest. He is pointing his right arm towards the trees. The background is filled with tall, thin trees and dense foliage, with some leaves showing signs of autumn. The lighting is soft and natural, suggesting a late afternoon or early morning setting.

SUMMER CAMP HANDBOOK



Dear Parents,

Summer is the season to unplug, relax and enjoy time with friends. It's also a great time for new exploration and discovery.

At Earthplace Summer Camp, campers ages 2-15 get all that and more in an unspoiled natural setting--on the trails, by the pond, in the fields or under the shade of the pine trees in our picnic grove

Our staff is trained to ensure a safe and fun summer filled with adventure, friendships and plenty of fresh air. With engaged staff and a ton of rotating nature-based activities, each week is sure to be a new and exciting experience for even the most frequent camper.

Sincerely,

Amee Borys, M.S. Ed.
Summer Camp Co-Director

Becky Newman, B.S.
Summer Camp Co-Director

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Camp Dates & Rates

CAMP DATES

SESSION	DATES
Session 1 (preschool only)	June 11 - June 15
Session 2*	June 18 - June 22
Session 3	June 25 - June 29
Session 4**	July 2 - July 6
Session 5	July 9 - July 13
Session 6	July 16 - July 20
Session 7	July 23 - July 27
Session 8	July 30 - August 3
Session 9	August 6 - August 10

* Will prorate as needed depending on school's end date

** Reduced days and rates apply for the holiday week

CAMP RATES (PER SESSION)

GROUP	MEMBER RATE	NON-MEMBER RATE
Chickadees (2s)	\$396	\$440
Hummingbirds (3s)	\$288	\$320
Woodpeckers (4s)	\$288	\$320
Falcons (5s)	\$288	\$320
Owls (Grades 1 & 2)	\$378	\$420
Hawks (Grades 3 & 4)	\$414	\$460
Trekkers (Grades 5-9)	\$540	\$600
CITs (ages 14-15)	\$150	\$150

Early Drop-Off & Extended Day

EARLY DROP OFF (FOR AGES 3 & UP)

HOURS	DAILY RATE	WEEKLY RATE
8:00-9:00am	\$15	\$75

EXTENDED DAY (FOR AGES 3 & UP)

GROUP	HOURS	DAILY RATE	WEEKLY RATE
Hummingbirds, Woodpeckers, Falcons	1:00-3:00pm	\$30	\$150
Hummingbirds, Woodpeckers, Falcons	1:00-6:00pm	\$75	\$375
Owls, Hawks	3:00-6:00pm	\$45	\$225
Trekkers	4:00-6:00pm		\$90

Please see Visitor Services, call, or email with questions regarding our Extended Day offerings.

Camper Groups

Campers are organized into co-ed groups based on the school class they are entering in the fall except for the Chickadees and Hummingbirds, who must, by law, be two or three years old respectively, by their start date. Counselors-In-Training must be 14 years old, by the start of their camp session.

PRESCHOOL

AGES 2-5 | MONDAY-FRIDAY 9:00 AM - 1:00 PM
COUNSELOR TO CAMPER RATIO IS AT LEAST 1:6
WITH A MINIMUM OF TWO COUNSELORS PER GROUP

CHICKADEES, 2S | 1:4 RATIO
(age 2 by start date)

HUMMINGBIRDS, 3S
(age 3 by start date)

WOODPECKERS, 4S
(entering a 4s program fall 2018)

FALCONS 5S
(entering a 5s program
or kindergarten fall 2018)

Campers in these groups use the Earthplace Preschool classrooms and stay with their counselors throughout the day. Each camp session has an exciting theme around which the week is designed. Nature and the environment come alive for these campers through theme-related activities including animal encounters, trail walks, arts and crafts, playground time, water play, story time and music. Preschool campers participate in camp-wide t-shirt days on Wednesdays.



camp sessions

EACH CAMP SESSION HAS A NATURE THEME OF THE WEEK.

WEEK	THEME
Session 1	Native Animals
Session 2	Plants
Session 3	Insects
Session 4	Fish
Session 5	Amphibians
Session 6	Reptiles
Session 7	Mammals
Session 8	Birds
Session 9	Shore Life

Camper Groups

OWLS

ENTERING GRADES 1 & 2 | MONDAY-FRIDAY
9:00AM-3:00PM

COUNSELOR TO CAMPER RATIO IS AT LEAST 1:8
WITH A MINIMUM OF TWO COUNSELORS PER GROUP.

Campers in the Owls' group also participate in activities structured around being outside and exploring nature, such as field games, nature hikes, art projects and more. Additionally, Owls go on weekly field trip.



HAWKS

ENTERING GRADES 3 & 4 | MONDAY-FRIDAY
9:00AM-3:00PM

COUNSELOR TO CAMPER RATIO IS AT LEAST 1:8
WITH A MINIMUM OF TWO COUNSELORS PER GROUP.

For the Hawks, camp is all about getting dirty. Through nature excursions, field games, art, hikes, animal encounters and more, Hawks get hands on with nature. Additionally, Hawks take weekly canoe trips on the Saugatuck River and weekly field trips.



camp sessions

HAWKS & OWLS TAKE FIELD TRIPS EACH CAMP SESSION.

WEEK	FIELD TRIP
Session 2	Bruce Museum
Session 3	Sherwood Island
Session 4	Camp-wide Festival*
Session 5	Peabody Museum
Session 6	Stamford Museum
Session 7	Beardsley Zoo
Session 8	Discovery Museum
Session 9	Maritime Aquarium

*Due to the holiday, there is no field trip the week of July 4th.

Camper Groups

TREKKERS

**ENTERING GRADES 5–9 | MONDAY-WEDNESDAY 9:00AM–4:00PM
THURSDAY–FRIDAY OVERNIGHT 9:00AM–9:00AM | FRIDAY: NO**

**CAMP COUNSELOR TO CAMPER RATIO IS AT LEAST 1:6 WITH A
MINIMUM OF TWO COUNSELORS PER GROUP.**

Trekkers are explorers! Campers spend Mondays at Earthplace engaging in team building through pond studies, animal hall exploring, shelter building and more. During the rest of the week off-campus field trips focus on nature discovery and environmental learning. Tuesdays Trekkers go canoeing, Wednesdays are at a museum and Thursdays are hiking followed by a campout.

Each week Trekkers have a Thursday overnight. Campers go on a night hike, pitch their own tents, cook their dinners over the campfire and make s'mores for dessert. In the morning Trekkers enjoy breakfast before pick-up. Pick-up from the overnight is at 9:00am on Friday, and there is no camp for Trekkers that day.

camp sessions

WEEK	WED. MUSEUM	THURS. HIKING
Session 2	Peabody Museum	Giufridda Park
Session 3	CT Science Center	Devil's Hopyard State Park
Session 4*	NO CAMP WED.	Steep Rock Preserve
Session 5	Dinosaur Place	Green Circle Trail Washington Depot
Session 6	White Memorial Nature Center	Enders State Forest
Session 7	Kayak	Tunxis Trail
Session 8	Mystic Aquarium	Mine Hill Preserve
Session 9	Lyman Orchard	Farm River State Park

*Due to the holiday, there is no field trip the week of July 4th.

Camper Groups

COUNSELORS IN TRAINING (CIT)

AGES 14 & 15 | MONDAY/WEDNESDAY/FRIDAY 8:45AM-3:15PM
TUESDAY/THURSDAY 8:45AM-4:00PM

Counselor in Training is an opportunity for our older campers to take on a leadership role at Earthplace. CIT's spend their days shadowing and aiding counselors in the preschool groups and the Owls. The CIT's assigned group will rotate weekly so they can explore working with different age groups.

A CIT week is designed to incorporate all the behind-the-scenes aspects of running a camp. Additionally, on Tuesdays and Thursdays CIT's participate in workshop training where they discuss events of the day, camper behaviors and ways to handle various situations.

During this time CIT's can ask questions about leadership and participate in role-playing situations.

The CIT program introduces participants to the challenges and rewards of entering the workforce and helps prepare them for their first job. As a first step, prospective CIT's must apply to and be interviewed for a place in the program. This exposes applicants to the job seeking process while helping Earthplace learn about their interests, skills and goals. Accepted CIT's must commit to at least two sessions of camp, preferably consecutive weeks. Please find the CIT Application Form on our website under Counselor in Training information. You will be contacted after applying to set up an interview. www.earthplace.org/page/cit-ages-14-15.



Daily Routine

Arrival

Please walk your child to the group classroom every day. This requirement is for all age groups. The lead counselor of each group will greet you and your child(ren) in the classroom every morning.

Drop-off times & locations:

- **Chickadees, 2s**
9:00am 2s room, use inside classroom door
- **Hummingbirds, 3s** 9:00am, 3s room, use second outside door on left on playground
- **Woodpeckers, 4s**
9:00am 4s room, use first outside door on left on playground
- **Falcons, 5s**
9:00am Malloy Room, use inside door across from the Executive Director's office

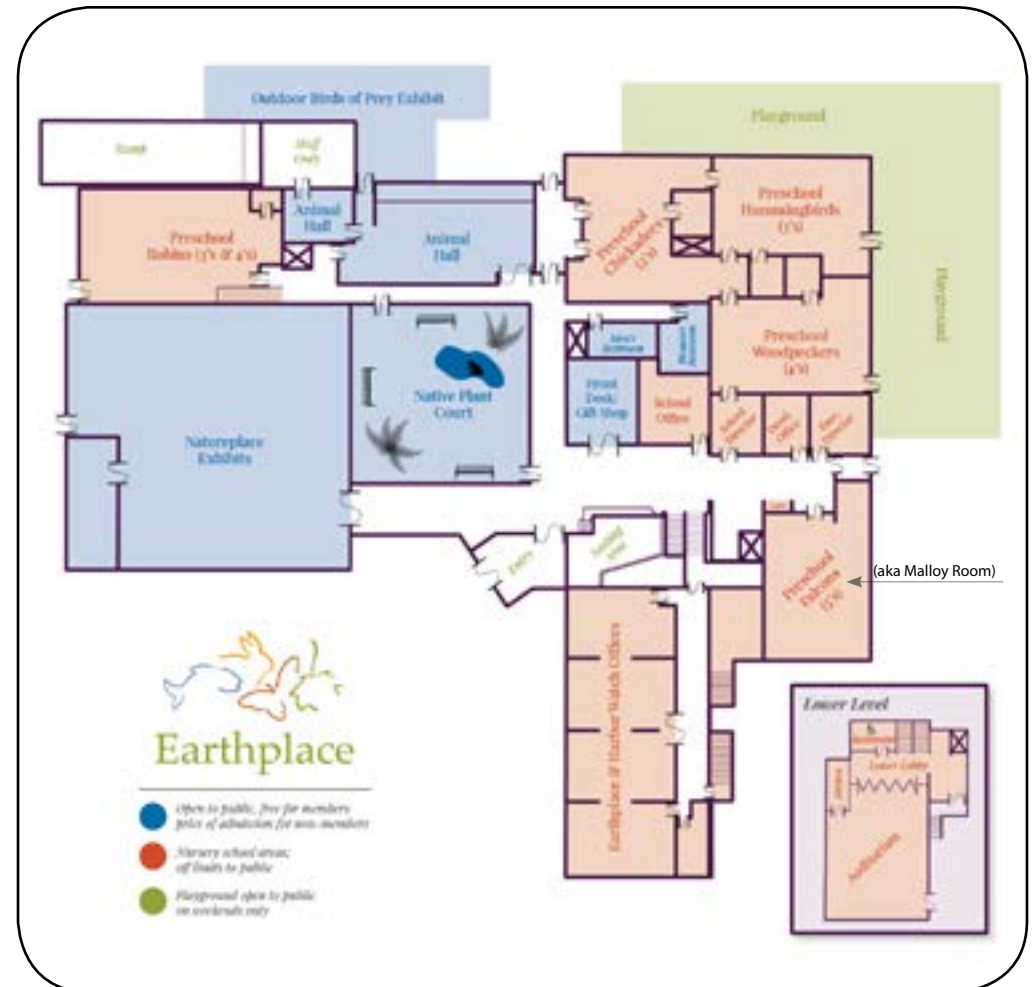
- **Owls–Grade 1&2**
9:00am Auditorium, use outside door by the Butterfly Garden
- **Hawks, Grade 3&4**
9:00am Auditorium, enter through the front doors and go right and down the stairs
- **Trekkers, Grade 5–9**
9:00am Natureplace Backyard Room

Early Drop-Off 8:00am, in the Malloy Room across from the Executive Directors Office. Early Drop-Off campers can arrive anytime between 8:00 & 9:00am.

For some of the younger children, summer camp marks a big step away from parents and home, so it is important for parents to set the tone for their children. When parents and caregivers show they are confident that their child will be happy and safe at camp, then the transition will be much less stressful.

For older children, counselors like to make contact with parents each day to keep them up to date on all that is happening at camp.

map of earthplace



Daily Routine

Dismissal

Please park in the parking lot and come to your child's dismissal area.

The children will be dismissed one at a time. Please wait for the counselor to dismiss your child to you. This allows us to ensure and record that your child has been dismissed to an authorized adult.

Please bring your license with you at dismissal time. Our counselors will check your ID if they do not know you. Please make sure that anyone who you authorize to pick up your child during the summer knows to have his or her license available every time he or she comes to pick up your child. This includes nannies, grandparents and friends. Even mothers and fathers that we have not met previously will be asked for their license. Thank you for your cooperation. Your child's safety is our top priority.

Dismissal times & locations

- **Chickadees, 2s**
1:00pm, 2s room, use inside classroom door

- **Hummingbirds, 3s**
1:00pm, 3s room, use outside door, where they were dropped off, on playground
- **Woodpeckers, 4s**
1:00pm, 4s room, use outside door, where they were dropped off, on playground
- **Falcons, 5s**
1:00pm, Malloy Room
- **Owls–Grade 1&2**
3:00 pm Back door of the auditorium by the Butterfly Garden
- **Hawks, Grade 3&4**
3:00pm Inside door of the auditorium
- **Trekkers, Grade 5–9**
4:00pm M-R, 9:00am F
Check in at the front desk

After Care All Groups Check in at the front desk. After Care campers can be picked up any time during the After Care period.

Absent Due to Illness or Other Reason–
Please Call 203.557.4400

Severe Weather Dismissal

In the event of severe weather we will dismiss from inside. Please enter the building and look for the sign indicating your child's group's location.

Late Arrivals–Please Call

If your child is going to be absent or late for any reason, please notify the summer camp staff by calling Earthplace at (203) 557-4400, ext. 101. When you arrive, please check in at the front desk to find out where your child's group is. Please note that departure times for field trips cannot be changed or delayed.

Early Drop–Off & Extended Day

You may sign your child up for Early Drop-Off and/or Extended Day on a weekly basis. Early Drop-Off is from 8:00–9:00am. Campers can be dropped off at the Early Drop-Off classroom at any time between 8:00am and 9:00am and will be escorted by Earthplace staff to their group classroom at 9:00am.

Extended Day is available at various times to accommodate all campers' schedules. Campers can be picked up any time during the Extended Day period.

Hummingbirds, Falcons and Owls can sign up for Extended Day from 1:00–3:00pm or from 1:00–6:00pm, Monday–Friday.

Hawks can sign up for Extended Day from 3:00–6:00pm, Monday–Friday.

Early Drop-Off and Extended Day rates are flat fees for all campers and are not adjusted for individual drop-off and pick-up times. However, day rates are available. You can register for individual days at the front desk

Parking & Speed Limit (15 mph)

Traffic safety is a priority on Earthplace grounds. Please follow the direction of those who direct traffic in the parking lot. Speed limit of 15 mph into and out of our parking lot must be observed. Additionally, there is no parking or idling in the fire lane loop in front of the building. Children must be accompanied by an adult at all times. Please do not leave children unattended in or around vehicles. Also, please note the streets leading into Earthplace are 25 MPH. Speeding results in neighbors calling the police.

These rules and procedures are for the protection and safety of your children.

Preparing for Camp

Communication

Important Summer Camp information is communicated in three major ways:

1. Daily announcements are posted outside the classrooms
2. Fliers are sent home with campers
3. Emails are sent directly to parents

To stay up to date on everything happening at Summer Camp, be sure to look for daily announcements as you escort your child to the classroom, always ask your child for any notes that may have been sent home and be sure that Earthplace has your correct email address.

If you have any questions concerning your child or the policies of Earthplace, please speak with your child's lead counselor. You may also call the Summer Camp Directors. Always feel free to contact us with any questions you may have. We assure you that your phone calls will be returned as soon as possible.

Children with Special Needs

Earthplace has a long history of including children with special needs in all of our programming. The key to a successful experience is parent communication.

Please let us know your child's needs during the registration process so we can provide the right staffing and make recommendations on the best group size and activities.

Clothes & Shoes

**Yes, sneakers & socks!
No, sandals or crocs!**

We want your children to have a fun, safe summer. We will be outside on the trails every day. Choose clothes for your child with this in mind. We ask that all ages wear socks and sneakers or other closed-toe shoes. Sandals, crocs, cowgirl and cowboy boots are not safe footwear for our program.

For all campers, please label all outerwear with your child's name. Your child may like to bring a hat for use outdoors.

Extra Clothing

**Regardless of age,
expect your child to get
dirty and wet at Earthplace
Summer Camp.**

Please send in a clear zip-lock bag labeled with your child's name and camp group. It will remain with us for use as needed, and it will be returned at the end of your child's session(s).

Children in pull-ups or diapers should bring a supply of them, with wipes. Our diapering procedure is posted in all bathrooms.

Rain Gear

Campers will continue outdoor activities during rainy days. Please send campers with appropriate rain coats and boots. Campers may arrive at camp with umbrellas, but umbrellas may not remain at camp. Please take umbrellas home and bring them back at dismissal time.

Items from Home

We ask that children do not bring toys or electronics from home. We are not responsible for lost and stolen items. If your child needs a comfort item, it may be kept in his or her day pack.

Backpacks/Daypacks

Campers will be able to store their daypacks in their group's classroom. They will not be required to carry their daypacks with them unless they are going on a field trip.

Reusable Water Bottles

Children in all groups must bring a reusable water bottle labeled with their name.

Lunch

Please send your child with a lunch in a soft sided lunch bag that is labeled with your child's name. We ask for only soft-sided lunch bags so that we can fit all lunches into our refrigerators. Each lunch must include a beverage, a napkin and any utensils your child may need in order to eat the lunch. For all children we ask that no candy, peanut butter, nuts or glass containers be included in the lunch.

Additionally, for the Chickadees, Hummingbirds, Woodpeckers and Falcons we ask that no squeezable foods, popcorn, hot dogs and/or carrots cut in round chunks be included in the lunch as these items are potential choking hazards. Please cut grapes into half lengthwise. On the days your child has a field trip please remember to include a cold pack in the lunch bag.

Snacks

Due to health and allergy concerns, we are asking parents to provide a snack, in a separate bag, in addition to lunch at camp. Snacks must follow the same restrictions as lunch but must be non-refrigerated.

Preparing for Camp

Field Trips

Permission slips for field trips will go home with campers on Mondays and must be returned before the field trip.

Field trip details and instructions will accompany the permission slip. For field trip days, please pack a lunch with a cold pack. Field trip departure times cannot be changed to accommodate late arriving campers. Campers are scheduled to return to camp by the regular dismissal time. If the bus is late due to unforeseen circumstances, parents will be notified.

Trekkers will be contacted in the week prior to the camper's session. Earthplace will send an email with the session's itinerary, packing list, permission slips and any other necessary information.

Please be sure that Earthplace has an active and accurate email address so that you receive these crucial communications.

Heat Related Concerns

Each group's schedule alternates indoor and outdoor activities throughout the day to take advantage of our air conditioned facility.

Additionally, camp days include water play and sprinkler time to help cool off.

Pets

We would like to remind everyone that no dogs are allowed on the grounds.

“Earthplace feels like our second home!”



Medical & Health Policy

PLEASE NOTE:

Physical Exam and Medical Forms, Medication Forms and any pertinent Allergy Forms must be returned to Earthplace two weeks prior to the start of your child's session in order for him or her to attend.

Physical Examination & Medical Form

We require that children in the Summer Camp have a physical examination by their health care provider within one year of the summer session. For example, if your child's last exam was on July 15, 2016, and the last day of attendance at our summer program will be July 7, 2017, a new exam is not required. However, if your child's last exam was on July 15, 2016, and he or she will be with us until August 8, 2017, then a new exam is required.

Allergies must be listed by the doctor on the form. Please make sure that the dates of the physical and the immunizations are all noted.

We suggest that you keep a copy of your child's completed medical form at home for your records.

Medication Policy & Forms

At camp we administer only medicines that aid in life saving situations. These include EpiPens, Benadryl and inhalers. If your child has allergies that would require these medications, you must complete and submit by deadline all applicable forms found at the end of this packet. It is very important that all forms be submitted two weeks prior to your child's session start date so that we can be sure they are filled out correctly. Your child will not be allowed to join his or her group until all medications and forms are in place.

For Summer Camp, we ask that you bring two of each medicine, one for our nurse and one for your child's lead counselor. In each group, there is an individual who has been trained to administer EpiPens, Benadryl and inhalers. One week before your child's session, please bring in the medication listed on your previously submitted forms.

All medications should be unopened and sealed with the appropriately calibrated utensil for dispensing. All medications must be picked up within a week of the end of your child's last session or they will be destroyed by the nurse.

The nurse will be available Monday–Friday, 9:00am–3:00pm to collect medications.

PLEASE NOTE:

Because we remove EpiPens from their packaging, the EpiPens themselves must have a pharmacy label.

Illness-Notes to Return & 24-Hour Stay-Home Policies

If we see that your child is becoming ill, our nurse will call you to pick him or her up before further symptoms develop and other children are exposed to possible infection. There are some health situations which require a doctor's note for the child to return to our program. If your child has been seen by a medical provider for an injury or illness, we will require documentation for clearance.

The following symptoms require adherence to our 24-hour Stay-Home policy:

- **Vomiting**
- **Diarrhea**
- **Fever**

Children who have exhibited these symptoms must remain at home at least 24 hours after the last incident or after the child's temperature has returned to normal.

First Aid

If your child is given first aid, we will send home a note describing the reason for the first aid, what we did and who administered the first aid. In most cases, this will be the Summer Camp Nurse.



Medical & Health Policy

Environmental Allergies, Food Allergies & Food Intolerances

We will be in touch with all parents who have indicated that their children have environmental allergies, food allergies or food intolerances. Please review the medical form your doctor fills out to be sure that all allergies are listed. Although all lead counselors have been informed of the children who have allergies, please remind them on your child's first day with us.

Peanut Allergies No Peanut Butter

No nuts or nut butters, such as peanut butter or almond butter, are allowed for lunch or snack. This includes trail mixes and other prepared items that include nuts. Suggested nut butter alternatives include soy butter and sunflower butter. Please label carefully

Communicable Diseases

If your child is diagnosed with a contagious illness, please alert the nurse so that the appropriate steps may be taken to protect all the campers and staff.

We will keep this information confidential but will alert parents that the risk exists.

Sunscreens & Repellents

We ask that any lotions, repellents, sunscreens, lip balms, etc., be applied by parents at home. Please note that insect repellents should be applied sparingly and to clothes rather than to skin and never to the face. Counselors may apply parent-provided sunscreen to campers that have sunscreen application authorizations. Campers in grades 3–8 who take field trips may self-apply their own sunscreen, lip balm and insect repellent which they should carry in their day packs.

Tick Procedure Please Do a Daily Tick Check

If a child has a tick on him or herself that has not embedded itself, we will brush it off. If it is embedded, our nurse will remove it, save it and give it to you should you choose to have it tested. We recommend that you do a daily tick check when your child comes home.

Alternate Care & Supervision Form

Field Trip Forms

If your child's group is going on a field trip you will be asked to sign a form that lists the date, destination, purpose of the trip, staff who will be in attendance and other pertinent information. Any additional supplies or required clothing will be indicated on the form.

Pick-up Authorizations

A child may be picked up either by his or her parents or by other adults authorized, in writing, by the parents. You may also use the Earthplace Authorization Release Form when you need to authorize someone different for a specific day.

This form is included in your registration packet. Parents must fill out, sign and date the form in ink. In an emergency, you may call the office and authorize a pick-up over the phone. We will then fill out the form for you and bring it to your child's lead counselor.

Out of Town Form

If you will be away during your child's summer session and your child will be in the care of another adult, Earthplace must be notified.

We have included this form in your registration packet.

Refund Policy

Please register carefully. Earthplace does not issue refunds unless the program is canceled.

Emergency situations will be considered at the discretion of Earthplace. If you have any questions, please contact Ameer Borys or Becky Newman at 203.557.4400.

Registration Form Checklist

FORM	WHO MUST COMPLETE THE FORM?
Camper Record Form	All Campers
Health Assessment Record (form is valid for one year from date of exam)	All Campers
Day Camp Mediation Permission Form	All Campers
Non-Prescription Topical Medications	All campers who will want to apply parent-provided sunscreen, bug spray and other non-prescription topical medications
Authorization for the Administration of Medicine	Campers with medication that require administering during camp hours
Emergency Health Care Plan	Campers with a life-threatening allergy
Asthma Action Plan	Campers with asthma
Allergy/Food Intolerance Care Plan	Campers with a food allergy
Religious Exemption Statement	Campers who have elected out of immunizations must complete this form and have it notarized
Authorization Release Form	Parents who wish to authorize additional adults to pick up their campers
CIT Application Form	Campers registering for the CIT program



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