

## **Welcome:**

Dear Adventure Day Camp Families and Campers,

Adventure Day Camp (ADC) 2009 has arrived and I am very excited to have the opportunity to spend the summer with you as the new director of ADC! I have been both a counselor and Assistant Director here and so this will be my forth summer with ADC. I hope to continue some of the great traditions we have seen in the past in addition to some new and exciting activities. We have a dedicated staff of young UVM students and professional teachers who have committed their summer to serving the needs of the UVM Youth Community and look forward to building relationships with you and your child.

This manual is designed to help parents understand the policies, procedures, goals, and programming involved with Adventure Day Camp. It is a comprehensive explanation of everything you wanted to know and more. Please take some time to review this manual and share rules, regulations, and programming tips with your child. The better prepared campers are before arriving to camp, the more success they will experience!

Thank you and if you have further questions regarding camp after reviewing this manual, I invite you to get in touch with me at any time. I can be reached by email at [amagna@uvm.edu](mailto:amagna@uvm.edu).

Sincerely,  
Amy Magna

## **Adventure Day Camp Mission:**

Adventure Day Camp strives to provide quality programs for young children and adolescent youth that foster learning, respect, social skills development, community living and emotional growth in a safe, fun, physically active, and challenging environment.

Adventure Day Camp provides service learning opportunities to UVM Students through hands-on training and practical application of professional, personal and social skills development, which adds to the holistic education received while attending The University of Vermont.

## **Camp Contacts and Communication:**

Amy Magna	ADC Director	
Megan Johnson	ADC Assistant Director	
Shelby Hinkle Smith	Intramural Sports Coordinator	656-7706
Gregg Bates	Director Campus Recreation	656-7705
Tim Lewis	Assistant Director of Campus Rec Operations	656-7675

ADC OFFICE NUMBERS	656-7706
CAMPUS RECREATION OFFICE	656-4485
ATHLETIC SUMMER CAMP OFFICE	656-0851

*\*Parents will be contacted by phone when their child is injured, sick, homesick, needs OTC medication, has forgotten their snack and/or lunch, or has a question about pick up time or person\**

**Written Communication:**

The following forms of written communication have been established to open the communication lines between parents and ADC staff: The Parent Manual, The E’Newsletter, and Email communication from the director.

- Parent Manual: This manual is the first form of parental communication. Please read it thoroughly and carefully.
  
- E’Newsletter: The Summer E’Newsletter was implemented in an effort to provide more consistent information about camp programs, news, field trips and events, and provide pictures of campers’ participation weekly. The Newsletter is sent via email to all parents and participants of each session on the Friday before their session begins, and the Friday afternoon of the session they attend. For example, if you are attending session 1, you will receive an E’Letter on June 19, informing you of the week’s events and what you should bring to camp. You will also receive an E’Letter on June 27, which will include descriptions of what took place at camp the week your child attended and will include pictures of children whose parents have signed the picture waiver portion of the ADC Medical Form.
  
- Email: When schedules change or inclement weather forces ADC to deviate from a posted schedule, you may receive an email communication from the camp director communicating these changes. Please keep in mind that these changes often happen very quickly and may affect all four groups of ADC so that groups are displaced. The commitment of ADC is to ensure the safety and program participation of campers first, and if time allows, to communicate these changes with parents before the end of the day. While we strive to make this happen, we cannot guarantee that it will.

## **Camp Locations:**

Adventure Day Camp takes over the West Lobbies and the East Lobby of Patrick Gymnasium. As well as the dance studio and the tennis courts. Groups will meet in areas clearly marked with appropriate signage.

Programs will take place in and around the PFG complex including the pool, tennis courts, indoor track, climbing wall, intramural fields and dance studio.

In addition, Water Games' activities take place on an outside field located around the PFG complex, next to the Field house. The main office for Adventure Day Camp this summer is located across from the tennis courts and next to the dance studio. This office will house the director, associate director, assistant directors, and all camper information and paperwork. If you would like to speak to one of us during camp hours, please visit us in this location.

## **Special Arrangements:**

If you are wishing to make special arrangements for your campers regarding pick up or drop off, we ask that you let us know in advance so that we can accommodate your requests quickly and efficiently. Early departures or late arrivals require a phone call or (in advance) completion of a form that allows us to plan for your campers' day. Special arrangements regarding campers enrolled in other UVM camps can be arranged on an individual basis. Generally speaking, we do not escort children from one camp to another, so please make arrangements for your child to get from one camp to the next.

**Illness:** If your child is ill on a scheduled day of camp, we ask that you place a quick phone call to our office to let us know that he/she will not be attending.

**Medications:** The adventure day camp staff cannot dispense over the counter medications to campers with out consent from a parent. If we feel your child would benefit from this type of medication, we would call and discuss these options with you before dispensing any OTC meds to your child. We can dispense prescription medications provided the following conditions are met: 1.) A note from your child's doctor giving clear instructions for how the meds should be distributed, 2.) Informed consent from you allowing us to dispense the prescribed meds to your child, 3.) Medication should be stored in the ADC office, not your child's belongings.

**Inhalers and EpiPens:** Children requiring accessibility to inhalers and epipens will be allowed to have these items close at hand. We require that these items be given to the counselors who will be with these campers all day and can ensure that the appropriate child is using these tools correctly and not in excess.

**Sunscreen:** Please make sure your child has sunscreen at all times, and pack extra if he/she needs an additional amount due to the fairness of their skin or other issues related

to protecting your child's skin. Please review with your child the dangers of sun exposure and let them know that if they need help applying sunscreen they should ask their counselors. Counselors will remind children to re-apply sunscreen throughout the day. We highly recommend that fair skinned children be equipped with a hat and long sleeve shirt, in addition to sunscreen on field trip days and sunny days.

### **Rainy Days:**

During the summer there may be days when inclement weather does not allow us to participate in planned camp activities outdoors. We have identified the dance studio and tennis courts as indoor locations that will still allow us to facilitate camp activities. On rainy days, the arts and crafts and archery activities should not be affected. The pool will close on Rainy Days if lightning has been detected, despite being located indoors, lightning is still a threat to aquatic facilities, making participation in these conditions unsafe.

### **The Three Rs:**

Listed below are the rules that govern the adventure day camp community. Every group will follow these expectations consistently throughout the summer.

**Respect Yourself**  
**Respect Others**  
**Respect Your Camp**

*Listed above are the general expectations for all campers participating in the 2009 Adventure Day Camp. We will be stressing these expectations with the children throughout the summer, and hope you will review them with your child before they begin camp. These expectations have been developed in order to provide a safe, educational, and enjoyable experience for all campers.*

### **Discipline:**

The Adventure Day Camp staff will adhere to the following guidelines and procedures with campers when choices have been made which do not follow ADC's and the group's expectations. It is recommended that these guidelines also be reviewed with your child(ren) prior to their arrival at camp and throughout their camp experience. Counselors will document any and all discipline actions taken and will communicate with you consistently about how your child is doing at camp.

**Step 1:** *Verbal Warning/Friendly Reminder* – the camper will be cued to inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) should she/he choose not to modify the behavior. Counselors will complete the discipline log.

**Step 2:** *Take a Break* – A break is a problem solving time that the child may need to take in order to think about a behavior that caused an interruption and to establish a way to change the negative behavior and to follow the expectations appropriately.

**Step 3:** *Time Away* – Camper's who continue to show inappropriate behaviors will leave the area with a counselor and have a conversation about what the problem is and what the solution needs to be. Campers in this situation will understand that if they choose to continue the inappropriate behavior, a visit with the Assistant Director or Director will take place.

**Step 4:** *Visit to the ADC Office* –The camper will complete a behavior contract with the Assistant Director, or Director of ADC and have a conversation about what types of behavior need to be seen from the camper. This contract will also be discussed with the Counselor upon return to the group. If the camper breaks the behavior contract, and visits the ADC office again for the same behavior they will automatically be suspended from camp for the day.

**Step 5:** *Suspension* - parents will be required to come and pick up their child should a day suspension be the result of poor choices. No refunds will be given for children violating awesome rules to the point of suspension or (repeated weekly/daily offenders) expulsion from camp.

*Adventure Day Camp reserves the right to skip any of the above steps should an offense be a major violation threatening the safety and well being of other campers and staff.*

## **Programs:**

*Aquatic Activities: Swim tests are administered to all campers. Those requiring the use of or wishing to use a lifejacket will be accommodated. The pool is guarded by certified lifeguards campers will participate group wide pool games and activities facilitated by the counselors and lifeguards. Groups will participate in Aquatics every day, and will have a free swim time in addition to aquatics once a week If your child needs extra attention while in the water, please indicate this on their med form, and we will make sure a counselor is near at all times.*

**ACCIDENTS IN THE POOL- EDUCATE YOUR CAMPER!** In recent years, we have had accidents in the pool. These include fecal deposits, vomit and other exchanges of bodily fluids. Please discuss with your child the importance of getting to the restroom and NOT using the pool as a proper receptacle for these natural functions. If such an accident does occur, we will evacuate the pool and will be unable to use the pool for ALL

programs hosted in the pool until chemical tests indicate it is safe to reenter. Thus, campers may be out of the water for days at a time. This cleaning inconveniences everyone utilizing the pool (camps, UVM patrons, etc.) and is very expensive for the camp to provide. We appreciate your help by educating your camper regarding this issue and keeping camp costs low.

*Team Building: The team building component helps create and develop communication and cooperation skills among campers that add to the overall development of leadership skills.*

*Arts and Crafts: Adventure Day Camp continues to offer a comprehensive Arts and Crafts program. This is a popular program at Adventure Day Camp, so we extended sessions for all campers this year. We look forward to more creative ideas and plans from our activity leader and the masterpieces campers are sure to create!*

*Sports and Games: The sports and games program of ADC combines traditional sport skill acquisition and rules, opportunities to practice and informally compete, and non-traditional activities known as innovative games. Games are facilitated by counselors and are appropriate for each age group.*

*Kids and Fitness: This program takes fitness components and jazzes them up to provide fun and exciting physical activities for campers of all ages. Yoga moves get incorporated into hip hop music, or campers participate in group fitness. All activities are planned and designed with the age and skill level of each group in mind.*

*Clubs: This program is designed to allow Campers to choose from a variety of activities planned by Activity Leaders. Past clubs have included, "Jewelry Making", "Dance", "Floor Hockey", and "Board Games", to name a few. This is organized informally and campers are put in groups by the admin staff prior to sending groups off.*

*Group Choice: This is a time when campers and counselors decide together on an activity or game. Counselors may give choices for campers to pick from or counselors may allow a camper to choose for the group. Many times these are favorite activities from Sports and Games and other times campers and counselors will try new activities and games.*

*All Camp Activities: This program is planned and facilitated by the Administrative Staff and will take place each Friday. It is designed to actively engage children of every group in an activity at the same time. This will take place during our Afternoon Activities time and parents are welcome to come and watch!*

*Monday Morning Meet and Greet: Each Monday morning groups will all meet in the Tennis Courts for a quick introduction and review of Camp wide expectations and activities.*

*Field Trips/Special Events: Each week, field trips or special events are planned for campers. Usually these events will take place on Thursday, though depending on bus schedules and visit locations, this is subject to change. Parents will be informed of all field trips for the week on the first day of each session as well as by the ADC E'Newsletter that will be emailed on a weekly basis. There will be mandatory permission slips for every camper which must be signed and handed in by the morning of each field trip. The schedule below is tentative and is subject to change before the start of camp.\*\*Vikings will participate in Camp Wide field trips as well as the daily campus excursions\*\**

<b>Field Trip/Event</b>	<b>Week</b>
ECHO	One
Farm Visit	Two
Leddy Park	Three
Ben and Jerry's	Four
Vikings: VT Lake Monsters Rangers and Trailblazers: Essex Family Fun Center	Five
Oakledge Park	Six
Carnival Day (Special Events at Camp)	Seven

### **Lunches and Snacks:**

Adequate fuel for growing campers participating in a physically challenging camp such as Adventure Day is absolutely imperative to the well-being of your camper throughout the day. With this in mind, we ask that you pack your child with enough food to accommodate a 30 minute lunch period and 2 snack periods (morning and afternoon). We do not have adequate refrigeration so please pack a lunch that will sustain an indoor environment and does not require cooler temperatures. Water will be available all day, but please pack a water bottle for your child. Water bottles, lunches and snacks will remain with your camper throughout the day.

As an extra precaution, we ask that you put your child's full name and grade/group name on sack lunches, water bottles and additional snacks to ensure that your child is eating what you have intended. Any food allergies or special accommodations that need to be made by ADC should be clearly specified on the medical release form you received in the mail. We recommend that you follow up with these special needs by speaking directly to the Camp Director.

**ADC Lunchroom:** The Cat's Den Concession Area has been converted into a summer camp lunchroom that is meant to allow all UVM summer camps a clean place and table to eat lunches and snacks. ADC has reserved space for all four groups at every snack and lunch time. Campers and Counselors may still decide to have lunch outside on nice, cool days. Rangers and Trailblazer groups will not be allowed to have snack or lunch in the hallway, dance studio, or tennis courts. They will be required to have lunch outside, in the rink, or in the lunchroom. The Vikings and Youth may decide to eat lunch at their stations, in the lunchroom, or on their field trip or excursions. This is a privilege reserved

for the older campers. Each group is responsible for cleaning up their area after eating, which includes wiping down tables and chairs. We fully expect every camper to clean up after themselves and will enforce this consistently. Please discuss this with your child.

### **Check in/out:**

Upon arrival to camp each morning, parents are asked to utilize the Patrick Gym West and East Lobbies to enter the building. Each group may check in and check out from different locations in the area, and these Lobbies are the best points of entry to camp.

Rangers are dropped off and picked up in the first entrance to the dance studio, located in the Far West Lobby next to the ADC Office.

Trailblazers are dropped off and picked up in the East Lobby

Vikings are dropped off and picked up in the West Lobby.

Counselors will take attendance and begin the day. Campers should arrive at camp by 8:30 a.m., but no earlier than 7:45 a.m. Campers arriving later should refer to the special arrangements portion of this manual.

Camp pick up is between 4:30 and 5:00pm Campers will wait with counselors until an authorized individual has come to pick them up. Counselors will verify that the individual picking up the child is authorized and proceed to check the camper out. Campers left at camp after 5:15 p.m. will be charged \$15.00 for a late pick up fee. Your UVM or Household Account will be charged for this fee.

There will be no parking allowed in the traffic circle or anywhere in front of Patrick Gym unless it is a metered spot. There is parking available in the main parking lot by the Gutterson Parking Garage. Although we do not expect for there to be any parking violation that will happen in these spots, Adventure Day camp is not responsible for any parking tickets or violations.

### **Emergency Procedures:**

In the case of an emergency or accident involving your child, you will be notified immediately by a camp administrator. All members of the ADC staff are certified in CPR and First Aid. In addition, the following is the basic emergency action plan all staff are trained and required to implement.

- Step 1: Identify the emergency and clear the area of potentially unsafe particles/equipment
- Step 2: Clear the area of bystanders to provide care to the camper
- Step 3: Give First Aid Treatment and complete an incident report  
OR  
Have a co-worker contact 911 and administer CPR care to camper  
(Parents are notified at this step)
- Step 4: Continue care to the camper until EMT arrives, keeping the area clear
- Step 5: Complete a detailed incident report and follow up with the camper via camp administration

If you as a parent have an emergency and need to reach a child, please call 656-4473 or 656-4485. The Camp Director can be reached via personal cell phone in EMERGENCIES ONLY by dialing 802-324-4486. Groups can be reached via radio contact, and administrators will locate your child's group and relay messages or have your child call you back.

### **Camper Checklist:**

- Water Bottle
- Sunscreen
- Bug spray
- Change of clothes (accidents happen!)
- Plastic bag (to put wet clothes/swimwear in once used)
- Sneakers, Sneakers, Sneakers (no open toed shoes allowed)
- Towel
- Swimwear
- Lunch (Pack extra food for Lunchtime, your child will burn an incredible amount of calories during the day! Also it never hurts to put your child's name on their lunch)
- Youth day campers registered for the Biking Week will need to bring a bicycle for the week.
- Snack (there is a morning and afternoon snack, please pack extra food and identify the differences between the snack food and lunch food with your child)
- We do not provide refrigeration, so please pack accordingly

Additional Information:

- ***LABEL EVERYTHING*** with your child's first and last name.
- Backpack that is easy for your child to identify among many others (please have your child's name written clearly on the backpack), and one that will hold all of their items.
- Please note that all electronic devices are prohibited from camp, unless such a device contributes to a program activity and is directly supervised by staff. Please do not pack computer games, Discman's, laptops, or any other electronic device that may take away from the physical activity emphasis of camp.

### **Tax Information:**

Adventure Day Camp Tax Identification number is 030-179-440.

Please note, a letter verifying your enrollment and identifying this number on our letterhead can be sent to you after January 1, 2010, **but only on request**. This is not an automatic send out. Parents wishing to receive this letter should contact Gregg Bates after this date and a formal letter will be mailed. Thank you.

### **Daily Schedules**

Each group has their own schedule that was designed to be age appropriate. Please access each group's weekly tentative schedule by going to the links listed below.

Rangers: <http://www.uvm.edu/~recspts/ADC/?Page=Rangers.htm>

Trailblazers: <http://www.uvm.edu/~recspts/ADC/?Page=Trailblazers.html>

Vikings: <http://www.uvm.edu/~recspts/ADC/?Page=Vikings.html>

### **Camp Costs and Dates:**

Each camp group incorporates a different tuition rate given the extensive program offerings listed for each group. You may register your child online or through a mail-in registration process. However, you will receive a 10% Discount for Online Registration, so we encourage you to do so. Please keep in mind that the 10% discount is already included in the online price listing. <http://www.uvm.edu/~recspts/?Page=register.html> or <http://www.uvm.edu/~recspts/ADC/>.

#### ***Summer Camp Payment Policies:***

#### **1. Refund Policy for all UVM Summer Camps – For Payments made in Full at the time of registration**

- 75% of the student's tuition will be refunded if requested 21 calendar days prior to the first day of camp they are registered for. No exceptions.
- 25% of the student's tuition will be refunded if requested 20-7 calendar days prior to the first day of camp they are registered for. No exceptions.
- No refund will be given for anyone withdrawing from camp less than 7 calendar days before the week for which they are registered. No exceptions

*All Summer Camp tuition refunds must be documented by a letter to the parents of the camper from the Summer Camp administrator.*

## **2. Transferring Summer Camp Registration to a different Summer Camp**

It is not possible for Summer Camp registration payments to be transferred from one Summer Camp to another. All refund policies described above will apply if a child registers for a UVM Summer Camp, and subsequently decides they want to attend a different Summer Camp other than the Summer Camp they originally registered for. The registration payment for the second Summer Camp must be a separate transaction.

## **3. Deposits – For Individuals using ADC Payment Plan at the time of Registration**

Upon Registering your child for ADC, you will be required to pay for ½ of your total bill in order to secure a spot for your child at camp. The remaining amount of your tuition is due on June 1, 2008.

Deposits are **NON-REFUNDABLE** if you pull your child out of camp at any time, for any reason.

## **4. Summer Camp Tuition Payment**

Full Payment is required for your camper(s) to participate in ADC by June 1, 2008. Individuals who have not completed their payment to ADC by this date will be notified and given 3 days to make the payment.

At the time of this notification, parents will also be charged a \$15.00 late fee for not meeting the final payment date. If the final payment is not made within the 3 day time period, your child's spot at ADC will be forfeited and your initial deposit will be lost.

After June 1, 2008, when all financial obligations have been met, the refund policy described in bullet # 1, will be employed.

Camps Scholarships are available on a case by case basis. For more information regarding scholarships, please contact the summer camp office. If you have additional questions about registration or payment, you may contact the ADC Director or the Summer Camp Office at any time. Thanks and we look forward to serving you this summer!