



Parent Handbook Summer 2021

2021 Summer

Dear Parents:

I would like to welcome you and your child to Adventure Camp Summer 2021. Our program is part of the Nashua Adult Learning Center (“the ALC”). For over 25 years, Adventure Camp has been providing children with an outstanding day camp experience!

Adventure Camp offers children an environment that is safe, fun and full of opportunities for recreational activities, arts and crafts, special events and activities, theme days, swimming/water play, STEM enrichment and more! We strive to help your child grow in confidence, develop friendships, explore new experiences, and make lasting memories while enjoying an amazing camp atmosphere.

Please take the time to read this parent handbook carefully. It is our opportunity to share with you our goals, policies, procedures and other important information. You are responsible for the material contained in it.

Please visit our website at nashuaalc.org for Adventure Camp/School Age Adventures enrollment information. If you have any questions, call me at 603-882-9080 X2238 or email me at cbunis@nashuaalc.org.

On behalf of our Adventure Camp staff, we thank you for choosing our camp and are looking forward to a fun and exciting summer with your child!

Sincerely,

Christina Bunis

Christina Bunis
School Age Care Coordinator
603-882-9080 x2238
Email: cbunis@nashuaalc.org



Camp dates: June 23– Aug. 20

Camp hours: 7:30 AM – 5:30 PM

WELCOME TO ADVENTURE CAMP

Welcome to Adventure Camp! Adventure Camp provides a safe, caring and fun environment where children participate in a variety of recreational activities. We offer private swim time at Crown Hill pool, water play, in-house fieldtrips/special events, biking and rollerblading, community service learning projects, cooperative play, developmentally appropriate activities, games and sports, STEM enrichment activities, plus a wonderfully qualified and talented staff. Parents can work without worry!

Please read this parent information book carefully. You are responsible for the information contained in it. If you have any questions, contact Christina Bunis at 603-882-9080 x2238 or cbunis@nashuaalc.org.

ADVENTURE CAMP REMINDERS

- Adventure Camp is held at 40 Arlington St., Nashua, NH 03060
- Adventure Camp voicemail is 603-598-9268 X2320
- The mailing address for Adventure Camp is: ATTN: Adventure Camp, Nashua Adult Learning Center, 4 Lake Street, Nashua, NH 03060.
- Adventure Camp begins Wednesday, June 23 and ends Friday, August 20, 2021.
- Camp hours are from 7:30 AM – 5:30 PM. There is no breakfast program.

WHAT TO BRING DAILY

Please label everything with your child's name

- ✓ Bathing suit and towel
- ✓ Sunscreen
- ✓ A healthy AM snack and a drink
- ✓ A non-refrigerated and non-microwavable lunch, including a drink
- ✓ Closed toed shoes and socks for fieldtrips (sandals may be worn at camp as long as they have a backing to keep them on...NO FLIP-FLOPS)

Any items not claimed by the end of camp will be donated to local charities.

RESPONSIBILITIES OF CAMP, CAMPERS AND PARENTS/GUARDIANS

CAMP STAFF RESPONSIBILITIES

To provide a safe, positive and enriching environment which meets the developmental needs of students.

To provide caring staff, who show genuine respect for students and provide positive role models.

To keep parents/guardians informed through regular newsletters, flyers and verbal communication.

CAMPER RESPONSIBILITIES

To be friendly.

To be safe.

To be honest.

To be respectful.

But most of all: to *have fun!*

PARENT/GUARDIAN RESPONSIBILITIES

To observe the rules and policies of the program.

To share concerns with staff members about your child's needs in the program.

To listen to concerns of staff members about your child's behavior and work towards an agreeable solution to any problems.

To keep your child's information complete and up-to-date.

To inform the program when your child will not be in attendance.

To inform the program if someone else will be picking up your child.

To read our Family Handbook, billing information and posted information at camp in the "Parent Communication" area by the sign in/out sheets.

To abide by all contract obligations, including keeping your financial account current.

TUITION AGREEMENT / PAYMENT INFORMATION / FEES

There are two payment options for weekly summer camp tuition after the initial registration fee and tuition deposit are made:

1. Pay in full at the time of registration for all summer camp tuition; or
 2. Pay weekly summer camp tuition (charged every Friday) through your designated Tuition Express account. Please clearly identify your credit card or bank account number on the attached Tuition Express form.
- A \$40.00 non-refundable registration fee per child and one-week tuition deposit is required with your application at the time of registration.
 - Tuition deposit refunds (minus the registration fee) are issued **only if you cancel on or before June 11, 2021. After June 11, 2021, all initial tuition deposits are non-refundable.**
 - Tuition payments are automatically withdrawn from your designated Tuition Express bank or credit card account each Friday, and account statements are emailed weekly.
 - Should your payment information change for any reason, you must update the Billing Office of the ALC with the new information prior to your child(ren) attending camp.
 - All ALC accounts must be current in order to enroll your child in summer camp.
 - Your camp account must be kept current in order for your child to attend.
 - The application fee and deposits are non-refundable and non-transferable.
 - Payments are NOT accepted at camp.
 - Parents are responsible for following their payment schedule.
 - Should your weekly payment decline for any reason, an alternate successful payment must be provided to the ALC Billing Office prior to your child(ren) attending camp.
 - You are required to pay the full tuition for any and all days you register your child(ren) for summer camp as reflected under "SCHEDULE" of this application. That tuition will be charged to your Tuition Express account, regardless of whether or not your child attends camp.
 - A \$15.00 insufficient funds fee will be applied to your account for any and all returned payments.
 - Our program closes at 5:30 PM. A late fee of \$1.00 per minute will be charged to your account for any pick-ups after 5:30 PM. Repeated late pick-ups may result in disenrollment from our program.
 - If you receive reduced rates through the NH Department of Health and Human Services (NH DHHS) and a change to your determination or eligibility is made, you must notify our office immediately. Any charges not covered by NH DHHS are your responsibility and must be paid accordingly.
 - The ALC reserves the right to dis-enroll your child from our program for non-payment of fees, repeated late pickups or child or parent behavior that causes a safety concern or disruption of the program.
 - Questions on your billing account? Contact Jillian Link at 603-882-9080 x 2214.

CAMP ENROLLMENT INFORMATION

1. New Hampshire Childcare Licensing requires all campers to have a completed health form on file at camp prior to attending camp, including immunizations and a physical exam. Physicals must be dated within a year prior to enrolling and be signed by a physician to be valid. We recommend you keep a copy for your records.
2. Your completed Emergency Information packet (including all health forms) are due at the time of enrollment. Enrollment is complete when your child's forms are on file. **NO CAMPER** will be allowed into camp without their completed packet
3. It is the responsibility of the parent/guardian to keep enrollment records current as to phone numbers and persons authorized to pick up children.

WITHDRAWALS

Refunds, minus the registration fee and non-refundable tuition deposit, are issued **only if you cancel on or before June 11, 2021**. After June 11, 2021, you are responsible to pay the full amount for the Summer Camp weeks you selected, regardless whether or not your child attends.

SIGN IN/OUT PROCEDURES

Parents/guardians or persons authorized to pick up your child must sign the child in and out of camp each day on the designated sign in/out sheet. Authorized persons must be on the pickup list. Anyone picking up a child must show a driver's license or photo ID. This is for the safety of your child.

Drop off/Pick up for Summer 2021:

- To ensure the health and safety of our children and staff, parents are asked to remain outside and ring a buzzer for drop off/pick up procedures.
- For drop off, a staff member will greet you at the door and screen your child following our screening procedure. One parent will be allowed into our office to sign their child in. We will have floor markings to allow for social distancing and one-way traffic.
- For pick up, a staff member will greet you at the door, check your ID, and then escort your child out to you. One parent will be allowed into our office to sign their child out.

We respectfully request that you leave your cell phones in the car when dropping off and picking up your child.

If a person is suspected of being impaired by alcohol or drugs, the child will not be released. The camp supervisor will be notified. An alternate emergency designee will be called. If the individual is the child's parent and if the parent insists on taking the child, the police will be notified. This measure is taken for the safety of your child.

Parents/guardians shall be afforded equal access to their child as provided by law. The ALC cannot, without a certified Court Order, limit access of one parent/guardian by request of the other, regardless of the reason. Should a situation present itself wherein one parent/guardian does not wish the other have access to their child, the concerned parent/guardian should keep the child with them until a certified Court Order can be obtained. The ALC's rights to retain a child are secondary to the other parent's/guardian's rights.

MEDICATION

If your child's registration packet indicates that he or she may require medication to be dispensed while at our program, in order for us to comply with New Hampshire Childcare Licensing requirements, you must provide the medications **no later than June 11, 2021** to our office at 4 Lake Street, Nashua New Hampshire or at our Summer Adventure Camp open house event (date TBD). Your child cannot attend the program if the required items are not provided. All forms are available for download on our website at nashuaalc.org/for-children/adventure-camp/

NON-PRESCRIPTION MEDICATIONS

If your child requires any non-prescription medication to be dispensed during our program hours, you must provide the following:

- 1) The medication in its original container.
- 2) A "Medication Authorization" form granting permission for our staff to dispense the required medication during program hours, signed by the child's parent/guardian.
- 3) All items must be placed in a labeled Ziploc bag and provided to our office at 4 Lake Street, Nashua, NH before the first day your child is scheduled to attend the program.

Your child cannot attend the program if the required items are not provided.

PRESCRIPTION MEDICATIONS

If your child requires any prescription medication to be dispensed during our program hours, you must provide the following:

- 1) The medication in its original container, with attached prescription label. The label must include the child's name, medication name, strength, prescribed dose and method of administration.
- 2) If you do not have the prescription label, a Medication Order provided and signed by your child's licensed health care provider is required and must include the child's name, medication name, strength, prescribed dose and method of administration, frequency of administration, indications for usage, maximum dosage allowed in a 24 hour period and any special precautions or limitations regarding administration of the medication.
- 3) A "Medication Authorization" form granting permission for our staff to dispense the required medication during program hours, signed by the child's parent/guardian and licensed health care provider.
- 4) All items must be placed in a labeled Ziploc bag and provided to our office at 4 Lake Street, Nashua, NH before the first day your child is scheduled to attend the program.

Your child cannot attend the program if the required items are not provided.

SEVERE ALLERGIC REACTIONS

If your child has an allergy requiring medication to be dispensed during our program hours you must provide the following:

- 1) The medication in its original container, with attached prescription label. The label must include the child's name, medication name, strength, prescribed dose and method of administration.
- 2) If you do not have the prescription label, a Medication Order provided and signed by your child's licensed health care provider is required and must include the child's name, medication name, strength, prescribed dose and method of administration, frequency of administration, indications for usage, maximum dosage allowed in a 24 hour period and any special precautions or limitations regarding administration of the medication.
- 3) A "Medication Authorization" form granting permission for our staff to dispense the required medication during program hours, signed by the child's parent and/or Guardian and licensed health care provider.
- 4) An "Allergy Action Plan" completed with photo, dated and signed by both your child's licensed health care provider and the parent/guardian.
- 5) All items must be placed in a labeled Ziploc bag and provided to our office at 4 Lake Street, Nashua, NH before the first day your child is scheduled to attend the program.

Your child cannot attend the program if the required items are not provided.

IF YOUR CHILD'S MEDICAL RECORDS INDICATE THEY REQUIRE MEDICATION DURING OUR PROGRAM HOURS AND YOU DO NOT WISH TO PROVIDE THE MEDICATION FOR OUR STAFF YOU MUST DOWNLOAD AND FILL OUT A "MEDICATION RELEASE FORM" FROM OUR WEBSITE OR ASK ONE OF OUR STAFF MEMBERS TO PROVIDE YOU WITH ONE.

FOOD

USDA approved snacks are served daily. We strive to provide nutritious snacks and request you do not send in afternoon snacks with your child. If your child has any type of food allergy, please inform the camp supervisor and we will discuss how to accommodate your child's dietary restrictions.

ILLNESS

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children and given a mask to wear while the parent/guardian is contacted. You are expected to pick up your child immediately either at the camp location or if the camp is on a field trip, the field trip location. Failure to do so may result in the child's dismissal from the program. Children sent home must follow the "When to Stay Home and Return to Camp" guide before returning to camp. If your child has a communicable disease (Lice, Chicken Pox, COVID-19, etc.), please notify the camp so we can inform other parents.

ACCIDENT/EMERGENCIES

All staff members are certified in CPR and First Aid.

In the event that a child is hurt during camp, a staff member certified in first aid will take care of him/her. The staff member will fill out an accident report, which will include a description of the accident and any treatment given. The parent/guardian will be asked to sign the report. In the event of a medical emergency, the camp supervisor will call 911 and the parent/legal guardian will be immediately notified. Parents/guardians will be solely responsible for any and all costs associated as a result of such emergencies.

EMERGENCY PHONE CALLS

We have a phone system in place in the event that you need to contact a staff member in an emergency. The phone number will be posted and available the first day of camp. Please respect that this number is for emergencies only such as illegal pickups, dangerous situations and such. Please call AND text this number. These numbers will be available at the start of camp. Use the voicemail extension 603-882-9080 X2320 for all other needs. This voicemail extension is checked periodically throughout the day.

TOILETING

Please note that all children must be potty trained in order to enroll in camp. A potty-trained child is defined as having control over one's bladder and bowels. Children need to be self-sufficient in the bathroom, including pulling pants up and down, wiping, flushing and washing hands without the assistance of a staff member. For young children who may have occasional accidents, please send a change of clothes daily. If a restroom "accident" occurs and the child does not have a change of clothes, the parent/legal guardian will be contacted to bring a clean change of clothes or pick the child up. We reserve the right to dismiss a child if there is repeated evidence that a child is not potty trained. Parents/guardians should notify the coordinator of any known medical conditions prior to enrollment.

CHILDREN WITH DISABILITIES

In determining how the program will be able to serve a child with disabilities, the Program Director, with parental consent as appropriate, shall request information related to the child's participation in the program.

- (a) Based upon available information, the Program Director shall, with the parent's input, identify specific accommodations, if any, required to meet the needs of the child in the program, including but not limited to:
 - Any changes or modifications in the child's participation in regular activities;
 - Any special equipment, materials, ramps, or aids.
- (b) If the accommodations required to serve the child would cause an undue financial burden to the program, the Executive Director of the Adult Learning Center shall provide to the parents written notification and the reasons for this decision. The program shall maintain a copy of this notification in its records.
- (c) In determining whether the accommodations required to accommodate a child with special needs are reasonable or would cause an undue burden to the program, the

Program Director shall consider the following factors, which include but are not limited to:

- The ability to keep the child and the staff safe;
- Lifting requirements or restrictions;
- The number of staff members employed by the program;
- New Hampshire Childcare Licensing rules and regulations;
- The nature and cost of the accommodations needed to provide care to the child;
- Ability to secure funding or services from other sources;
- The impact otherwise of such action upon the program.

BEHAVIOR MANAGEMENT

- The philosophy of the ALC's Adventure Camp program focuses on caring, honesty, respect and responsibility. We want every child to be successful in our camp. We strive to provide all children with a safe and positive camp experience and encourage children to interact positively with other children and staff and make good choices. It is important that we value each child as an individual. Should a discipline problem arise, we will handle each situation on an individual basis. Staff are trained to provide guidance and support when addressing a disciplinary issue.
- Behaviors that are contrary to our standards will not be accepted. Examples of this include but are not limited to are disrespect, teasing, taunting, name calling, profane language or swearing, using language or actions sexual in nature, continuous disruption/uncooperative behavior, consistently disregarding the rules and authority of the staff, vandalism, bullying, encouraging others to exclude a child from the group, or causing harm to his or herself, another child or a staff member.
- Our staff will document any threat a child makes to bodily harm another child or staff person. We are required to take these threats seriously. Any threat may result in a suspension from the program.
- Violent behavior will result in an immediate suspension.
- If a child bites another child or a staff member, they will be suspended for 3 days. If there is a second incident, the child will be terminated from the program.
- If a child purposely runs away from the program, the parent/guardian will be contacted immediately. We will attempt to retrieve the child without compromising the safety of the other children. If the child leaves the building, the police will be called and the child may be terminated from the program.
- Should a child cause damage to any property as a result of inappropriate activity or behavior during Adventure Camp program hours, the ALC reserves the right to charge the parent/guardian for any and all costs necessary to repair or replace the damaged items or property.
- If a child's behavior proves to be consistently disruptive or unacceptable, demands consistent individual attention or requires supervision to the level that the entire group is compromised, the parent and/or legal guardian will be informed and the child issued a warning. Should the disruptive behavior continue, it will result in a day off from our program. No refunds will be issued. If all attempts to correct the child's behavior fail, the

program reserves the right to terminate the child's enrollment. When appropriate, a one week notice of termination will be given to the parent/guardian.

- Our staff will inform parents/guardians of any disruptive or unacceptable behaviors that occur. Parents/guardians are encouraged to discuss better ways to deal with the situations that transpired with their child. If there are questions or concerns regarding any incident involving your child, our staff will be happy to discuss them with you at an appropriate time, in person or via telephone. As with any disagreement, viewpoints of the people involved may vary greatly. If a mutual resolution cannot be reached, you are encouraged to speak with the School Age Care Coordinator. Please remember that at no time is it acceptable for a parent, legal guardian or any other adult to engage in an argument or threaten our staff who work with the children. Examples of such behavior include but are not limited to: loud voices in front of the children, profane language or threatening physical harm. This type of behavior could result in your child's termination from our camp program.
- The ALC reserves the right to suspend or terminate the enrollment of any child when the safety of the other children or staff is compromised, the child has run away, a repeat offender, or it is in the best interest of the program. No refunds will be issued.

PARENT/GUARDIAN COMMUNICATION

There will be weekly updates posted on our parent information board to keep you informed of our activities or any changes in the camp program such as fieldtrip information. Parents/guardians are encouraged to make themselves aware of such updates by regularly checking the information board and watching for special notices posted. Please also check out our Facebook and Instagram postings for insight to your child's activities during our camp day!

PARENT/GUARDIAN CODE OF CONDUCT

Parents/guardians and our staff members are role models for children and must therefore act accordingly. At no time is it acceptable for a parent/guardian or any other adult to engage in an argument or threaten our staff who works with the children. Such actions may result in loss of child care services. When at the camp, parents must refrain from:

- Physical punishment of children
- Verbal abuse, yelling, swearing or cursing
- Threatening staff, other parents, or children
- Smoking
- Quarreling with other parents or staff
- Disciplining other people's children

STUDENT DRESS

Children may not wear clothing that advertises alcohol or tobacco, contains profanity, or promotes the use of illegal substances. Should this happen, the parent/guardian will be called to bring in a change of clothes or pick their child up. "Flip-flops" are not allowed at camp. Shoes/sandals must have a back to keep them on your child's feet.

SUNSCREEN

It is strongly recommended that parents apply sunscreen to their child prior to arriving at camp each morning. New Hampshire Childcare Licensing requires written permission from parents/guardians to allow sunscreen be kept at camp for application during program hours. Adventure Camp does NOT supply sunscreen. Please provide sunscreen in the original container labeled with your child's name (spray is preferred for easy application). Staff members will have children reapply sunscreen multiple times throughout the day. If your child is particularly sensitive to the sun, a hat and SPF clothing may also be appropriate. In this case, please remind your child to keep his/her hat on throughout the day.

SWIMMING

All children walk to Crown Hill Pool for private swim time on Mondays, Wednesdays and Thursdays. We understand that not everyone likes the water. There are occasional opportunities to stay back at camp on a rotating basis. At the pool, safety is our number one priority. We will have trained lifeguards on duty at all times as well as our own staff to supervise children.

A swim test must be passed in order for children to swim past their belly button. Children must be able to swim the length of the pool and tread water for one minute. Adventure Camp staff members reserve the right to make the decision if a child demonstrates the skills to pass. Staff members will remove a child from the pool if they are not being safe. Children are welcome to retest each Monday.

ELECTRONICS

Our electronics policy is designed to encourage your child to spend more time enjoying all the activities camp has to offer, give your child a much needed break from to world of technology, and ensure your child is not exposed to inappropriate material. Adventure Camp is a screen free zone.

- Children are NOT permitted to have a cell phone at camp.
- Children are NOT permitted to have Apple watches, Fitbit, Garmin, etc. Any watch or wearable activity-tracking device is strictly prohibited.
- Children are NOT permitted to have laptops, netbooks, iPads, eReaders, Gameboys, PSPs, Nintendos, DSs, etc. Any electronics that give access to the internet while at camp are not allowed. We have plenty of board games and card games that will allow children to socialize and interact with one another.

Prohibiting electronics at camp allows children to develop independence and a strong sense of self. It allows them to make new friends, take responsibility for themselves, and learn how to problem solve. We believe being at camp is an opportunity for your child to experience a world beyond home.

TOYS

Adventure Camp does not allow toys from home to be brought to camp. This includes Pokémon/trading cards, Legos, etc. as they can get lost, stolen or broken. Camp does not assume responsibility for lost, stolen or damage items brought from home.

CHILD ABUSE AND NEGLECT

New Hampshire State law requires all Adventure Camp staff to report suspected cases of child abuse or neglect to the proper authorities.

SEXUAL HARASSMENT

Sexual harassment is a serious problem at all educational levels. Any adult language or actions that are exhibited by a child that cause a feeling of an offensive or intimidating environment will not be tolerated. It will result in an immediate suspension. If there is a second offense, it will result in disenrollment from the program.

USDA

"The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and /or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete USDA Program Discrimination Complaint Form, found online at:

<http://www.ascr.usda.gov/complaintfilingcust.html>,

or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 977-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g.; Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer."

STATE OF NEW HAMPSHIRE BUREAU OF LICENSING

The licensing authority for this program is the bureau of licensing and certification, childcare licensing unit. Childcare programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location, which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statement of findings and corrective action plans are also available online at:

<https://nhlicenses.nh.gov/verification/Search.aspx?facility='Y':>

or by calling the unit at 603-271-9025; or 1-800-852-3345 ext.9025. During visits to programs, licensing staff speak with children regarding the care they receive at a program if in the judgement of the licensing staff the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to speak with children in a manner that is

respectful and non-leading. Children will remain with their class or group during these conversations with licensing staff, and at no time will a child be forced to speak with a licensing staff.

If licensing staff believes your child may have specific information regarding an alleged event at the program, and determines that it is best to interview your child separately and not with their class or group, please indicate your preference among the following options:

- a. I give permission for child care licensing staff to interview my child at the child care program separate from his or her class or group;
- b. I wish to be notified prior to child care licensing staff interviewing my child at the child care program separate from his or her class or group;
- c. I do not give my permission for childcare licensing staff to interview my child at the childcare program separate from his or her class or group.