



Family Handbook

Dear Parents and Guardians,

Welcome to **Adventure Camp**! We are thrilled to have you and your camper join us for an exciting season of fun, learning, and exploration.

Adventure Camp is a proud part of the **Nashua Adult Learning Center (ALC)**. For over 30 years, we've been providing children with an wonderful day camp experience—one that emphasizes safety, creativity, and personal growth.

Our program offers a wide range of engaging activities, including recreational games, arts and crafts, field trips, swimming, STEM enrichment, and so much more. Our goal is to help each camper build confidence, form new friendships, try new experiences, and create lasting memories—all within a supportive and safe camp environment.

This **Parent Handbook** contains important information about our camp's goals, policies, and procedures. We kindly ask that you review it carefully, as you are responsible for understanding the material provided.

For enrollment information, please visit our website at nashuaalc.org and navigate to the **Adventure Camp** section under the children tab. If you have any questions, don't hesitate to reach out to me at **603-882-9080 x2220** or via email at ccharron@nashuaalc.org.

On behalf of the entire Adventure Camp staff, thank you for choosing us. We look forward to sharing a summer full of adventure, growth, and unforgettable experiences with your camper!

Casey Charron
Camp Coordinator/SAC Assistant
Adventure Camp – Nashua Adult Learning Center



Table of Contents

Camp Enrollment Information	4
Payments	4
Withdrawals/Changes	4
Late pick-up	5
Tuition Agreement	5
Responsibilities	6
Illness	7
Accident / Emergencies	7
Toileting	8
Medication	8
Food	10
Sign In / Sign Out	10
Emergency Phone Calls	10
Student Dress	11
Sunscreen	11
Swimming	11
Fieldtrips	11
Bus	12
Electronics	12
Toys	12
Child Abuse / Neglect	12
Parent/Guardian Code of Conduct	13
Behavior Management	14
Children with Disabilities	15
Adventure Camp Reminders	17
What To Bring Daily	17
USDA Statement	18
State of New Hampshire Bureau of Licensing Statement	18

Camp hours:

7:00 AM - 6:00 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, age-appropriate fieldtrips, trips to a State Park, 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 Casey Charron at 603-882-9080 x2220 or ccharron@nashuaalc.org.

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 registration.
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.

PAYMENTS

We have 2 payment options: 1) You may pay in full for all Summer Camp tuition at the time of registration; or 2) You may pay the weekly Summer Camp deposit and have the balance of the tuition auto-drafted through your Procure account in accordance with your payment schedule. Payments are NOT accepted at camp. Parents are responsible for following their payment schedule. 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

WITHDRAWALS/ CHANGES

Refunds, minus the registration fee and non-refundable tuition deposit, are issued ***only if you cancel on or before June 9, 2025.*** After June 9, 2025, you are responsible to pay the full amount for the Summer Camp weeks you selected, whether or not your child attends.

Two-Week Notice Required

All requests to change a camper's schedule (including adding, dropping, or switching camp weeks or sessions) must be submitted **at least two weeks in advance** of the affected date(s). This allows us to maintain appropriate staffing, group sizes, and program availability.

Schedule change requests must be submitted in writing via email. All changes are subject to availability and approval.

Limitation on Repeated Changes

To prevent disruptions to camp operations and to ensure fairness to all families:

- Families may make **up to two schedule changes per camper per summer.**
- Additional changes may be considered in special circumstances but are **not guaranteed.**
- Repeated requests may result in limited flexibility or denial of further changes.

LATE PICK-UP:

Camp end at 6:00 PM. A late pick-up fee of \$1.00 per minute is charged after 6:00 PM. You will be required to sign a late pick-up slip containing the date and time. All late fees are directly billed to your Tuition Express account.

It is the parent/guardian's responsibility to ensure that someone (either a parent or an authorized Emergency/Alternate pick-up person on file) is available to pick up the child on time.

A child's enrollment may be terminated should the child be picked-up late on a regular basis.

TUITION AGREEMENT

- 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 automatic payment method on your Procure account.
- All Nashua Adult Learning Center accounts must be current in order to enroll your child in summer camp.
- 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 9, 2025. After June 9, 2025, all initial tuition deposits are non-refundable.***
- Tuition payments are automatically withdrawn from your designated bank or credit card account each Friday. Your statements can be found on your Procure account under billing.
- Should your payment information change for any reason, you must update your billing information in your Procure account with the new information prior to your child(ren) attending camp.
- Should your weekly payment decline for any reason, an alternate successful payment must be provided.
- 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 account, regardless of whether or not your child is in attendance at camp.
- A \$15.00 insufficient funds fee will be applied to your account for any and all returned payments.
- Our program closes at 6:00 PM. A late fee of \$1.00 per minute will be charged to your account for any pick-ups after 6:00 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.
- Nashua Adult Learning Center 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 Mysty at 882-9080 x 2213.

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 the programs in the "Parent Communication" areas by the sign in/out sheets.
- To abide by all contract obligations, including keeping your financial account current

ILLNESS

When a child becomes ill at our program, the parent/guardian will be contacted.

Parents/guardians are required to pick up an ill child within 45 minutes of notification by phone. If a parent/guardian cannot be reached, the staff will call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. While waiting for the parent/guardian to arrive, our program staff will make every effort to ensure the child is comfortable and resting in an area away from the rest of the children. Please remember, our staff cannot dispense any medication without written consent and/or physician's instructions.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Adventure Camp reserves the right to exclude a child from care if they present as such and a doctor's note will only be considered a recommendation.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more.

If your child has a communicable disease, we ask that you share the diagnosis with the School Age Care office, so we may notify the parents/guardians that a specific communicable disease is present. Only the communicable disease information will be shared, not your child's name. Adventure Camp will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from camp.

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 Site Director or Coordinator 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.

During emergency drills or a real emergency, parents/guardians may not sign children into or out of the program. In the instance of an emergency drill, parents/guardians must wait until the drill is complete to sign their child into or out of the program. Our staff must be focused on conducting all aspects of the emergency drill and the children need to remain signed in and under the direct supervision of the staff for the entirety of the drill.

In the event of a real emergency involving evacuation of the building/premises, parents/guardians arriving to drop off will be required to leave with their child immediately. Any parent arriving to pick up their child will be required to wait until the management staff has determined that all staff and children are accounted for, and emergency personnel have given the all clear to allow children to leave. All other parents/guardians or emergency contact persons will be notified by email of the situation. At no time is a parent, guardian, or authorized pick up person to circumvent any process or procedure to get quicker access to their child. Order and calmness are critical to keeping children safe, ensure that they are released to authorized individuals and that staff supervise them at all times.

Parents/guardians are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. It is important for parents/guardians and staff to work together, remain calm, and cooperate with the emergency personnel and center administration during these important and critical situations.

Adventure Camp has developed a detailed Emergency Plan. Parents/guardians may review the Emergency Plan only onsite upon request to preserve and maintain safety and security. Parents/guardians are not permitted to take photographs or video record the contents of the Emergency Plan and the plans will not be posted to any public location.

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.

MEDICATION

If your child requires medication to be dispensed while at our program, in order for us to comply with the New Hampshire Childcare Licensing requirements, parents/guardians must provide the medication prior to them starting in the program. Your child cannot attend the program if the required items are not provided.

Adventure Camp will only dispense prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions that match the instructions on the medication's label. An Authorization to Administer Prescription and Non Prescription form is also required granting permission for our staff to dispense the required medication during program hours, which is signed by the child's parents and/or guardian and licensed health care provider as needed.

Adventure Camp will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required.

Adventure Camp will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a signed Authorization to Administer Prescription and Non Prescription form detailing the recommended reasons for administration and appropriate dosage. Parents/guardians are required to supply a bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Staff will inform the parent/guardian or emergency contact person if it is necessary for the child to be picked up due to illness.

Parents/guardians are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

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 Camp on the first day your child is scheduled to attend.

Your child cannot attend Camp 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 Camp on the first day your child is scheduled to attend.

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

SEVERE ALLERGIC REACTIONS

For the safety of your child, parents/guardians are required to provide a signed copy of an “Allergy Action” form, detailing any allergies, food or otherwise, their child may have at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every year or more frequently, if needed. In addition to this form, parents/guardians must provide a copy of any additional physician’s orders and procedural guidelines relating to exposure prevention and treatment of the child’s allergy.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

1. The medication is 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 parents and/or guardian and a licensed health care provider.

Adventure Camp cannot guarantee that a child with a severe allergy will not encounter the allergen while at the program. Adventure Camp will work with all staff, inform parents/guardians of any life threatening allergies, and develop classroom and/or program-wide policies related to the specific allergen to prevent, as reasonably as possible, the child from coming into contact with their allergen.

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 Site Directors and we will discuss how to accommodate your child's dietary restrictions.

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.

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 Site Directors 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.

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 these numbers. 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.

STUDENT DRESS

Children are engaged in various activities during the course of the program; some activities are messy. Children are also engaged in outdoor play daily, comfortable clothing that allows the child to have the freedom to move without restriction.

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.

Camp T-shirts/tank tops must be worn on trip days. NO T-SHIRT/TANK...NO TRIP...NO EXCEPTIONS! We will notify you of trip changes as soon as possible. All children attending camp on trip days are expected to go on the trips. No staff remains at camp.

Adventure Camp is not responsible for lost or damaged items.

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 and Wednesdays. 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. The State Parks provide lifeguards.

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.

FIELD TRIPS

All children attending camp on field trip days are expected to go on the trips. Please remember that there is no care for children who do not attend the field trip. All children must wear their camp T-shirt/tank top on all field trips. This is to help identify our campers. NO SHIRT/TANK TOP – NO TRIP – NO EXCEPTIONS! Adventure Camp cannot guarantee extra shirts will be available for you to purchase on a trip day. We will notify you of trip changes as soon as possible.

BUS

All children must follow the instructions of the staff/driver at all times. Children are expected to keep their body parts inside the bus at all times. Children will remain seated, sitting on their bottoms, until they reach their destination and the bus has stopped. Unacceptable behaviors include but are not limited to: excessive noise, profane language, obscene gestures, fighting or other acts of physical or verbal aggression, throwing things on, or out of the bus, or anything that would create a safety hazard for the other passengers. Emergency doors are for emergency use only. Vandalism or defacing the bus is not acceptable and will be reported to the appropriate authorities. Children are expected to sit three per seat if necessary per New Hampshire state law. Aisles and emergency exit doors are to remain clear at all times. Bus drivers are responsible for safe bus operation and their decisions and request are to be followed. Riding on the bus is a privilege and will be taken away if rules are not followed.

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 the 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.

MANDATED REPORTING/CHILD ABUSE AND NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report their **suspicion** of abuse or neglect to the appropriate authorities. The staff of Adventure Camp are considered mandated reporters, under this law. The staff of School Age Adventures are not required to discuss their suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Additionally, School Age Adventures can receive childcare licensing violations for failing to report suspected child abuse or neglect. We at School Age Adventures take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Reports to Child Protective Services can be made anonymously, but even if the person providing the report discloses their identity, all names and affiliations of reporters are considered confidential. Parents/guardians who accuse, harass, and/or threaten staff based on the assumption or knowledge that the

staff person has made a mandated report will be barred from entering the program and the police and Child Protective Services will be notified.

As mandated reporters, the staff of Adventure Camp cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season.
- ◆ Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child.
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

There will have 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 staff 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 the staff who work with the children. Doing so may result in your child no longer being able to attend our program or the parent/guardian may not be able to pick up at the program moving forward.

While it is understood that parents will not always agree with staff or parents/guardians of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Any parent/guardian or authorized pick-up person that attempts to intimidate, pressure, or threaten any staff or representative of School Age Adventures may be prohibited from entering the program. Adventure Camp will contact the local police if necessary.

When at the program, it is expected that parents will refrain from:

- Physical punishment of children
- Verbal abuse, yelling, swearing, or other inappropriate/offensive language
- Threatening of staff, other parents, or children
- Smoking/vaping
- Arguing with children, other parents or staff
- Disciplining or questioning other children

Parents must remain in the designated parent area unless accompanied by a staff member.

BEHAVIOR MANAGEMENT

Adventure Camps philosophy is to focus on caring, honesty, respect and responsibility.

Adventure Camp wants 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. Staff members teach and model expectations for behaviors, enforcing expectations in positive ways to encourage development of self-control. Whenever possible, staff will assist children in working out their differences to determine both a cause and solution to a conflict.

Behavior and Discipline Management Policy

Adventure Camp feels it is important to value each child as an individual. Should a behavior problem arise, we handle each situation on an individual basis. Using positive behavior practices, staff will:

- Provide program rules and expectations that are clear, consistent, and fair.
- Assist children with conflict resolution and interpersonal skills that help them to solve and regulate social and emotional challenges.
- Redirect children to a more acceptable behavior or activity.
- Provide the opportunity for children to express thoughts and feelings in a safe and non-judgmental environment.
- Follow up with a Behavior Action Plan if needed.

Behaviors that will not be tolerated at Adventure Camp and may result in an automatic suspension include:

- Bullying – someone that seeks to harm, intimidate, or coerce (someone perceived as vulnerable).
 - Verbal bullying – saying or writing mean things (teasing, name-calling, etc.)
 - Social bullying – hurting someone's reputation or relationships (spreading rumors, embarrassing someone in public, leaving someone out on purpose, etc.)
 - Physical bullying – hurting a person's body or possessions (hitting, kicking, punching, spitting, pushing, breaking someone's things, etc.)
- Threats – a statement indicating that you will do harm to or create some other kind of negative consequences for someone.
- Biting – biting another child or staff member will result in an automatic suspension.
- Violent behavior – any behavior that jeopardizes the safety of themselves or others.
- Sexual harassment – any adult language or actions that are exhibited by a child that cause a feeling of an offensive or intimidating environment.
- "Runaways" – a child who purposely runs away from the program. If a child leaves the school building, the police will be called.
- These will be documented on a Behavior Management Form.

Discipline Action Steps:

Staff will use these steps when taking action towards inappropriate or unsafe behaviors.

1. Take a break – Give the child a chance to step away from the negative or challenging behavior so they can regain control of their emotions/behavior. When the child is ready, staff will assist them in rejoining the group.
2. Verbal and written communication to parent/guardian regarding child's behavior using a "Oops Sheet" form. This form is shown to and discussed with the parent/guardian by the Site Director.
3. Behavior Follow Up and Suspension – Staff will document behaviors and incidents that are recurring and/or serious using the "Behavior Management" form. Staff will use the following suspension policy:
 - 1st incident = 1 day suspension
 - 2nd incident = 3 day suspension

- 3rd incident = 5 day suspension
- 4. Termination – Adventure Camp cannot serve children who display consistent disruptive behavior. Consistent disruptive behavior is defined as verbal or physical activity which may include, but is not limited to behavior that:
 - Requires constant attention from staff
 - Inflicts physical or emotional harm to children, staff or self
 - Abuses the staff and/or ignores or disobeys rules
 - Jeopardizes the health and safety of self or others.

If a child cannot adhere to the program behavior expectations, the child may not be able to return to the program. All efforts will be made by staff to assist the child with behavior expectations with reminders, positive redirecting and reinforcement. Adventure Camp reserves the right to have a parent/guardian pick up their child early due to behavior. Adventure Camp reserves the right to suspend or terminate enrollment of any child when the safety of the other children or staff members is compromised, or it is in the best interest of the program. No refunds will be issued.

If a child causes damage to any of Adventure Camp owned or leased property because of their inappropriate behavior or activity, School Age Adventures reserves the right to charge the parent/guardian for all costs necessary to repair or replace the damaged items or property.

SUSPENSION AND EXPULSION RELATED TO DANGEROUS BEHAVIORS

Any child whose behavior is dangerous or presents a safety risk to themselves or to others will be subject to suspension and/or expulsion from the program if the dangerous behavior cannot be eliminated through reasonable accommodations.

Adventure Camp will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child may not be able to return to the program. Some dangerous behaviors may result in immediate suspension, without the need for prior communication or attempts at accommodation due to the nature of the behavior. This includes but is not limited to behaviors related to running away, behaviors that have the potential to or do seriously hurt themselves or others or behaviors that require one or more staff members to supervise the child for an extended period because they are unsafe and not responsive to any behavioral redirection.

CHILDREN WITH DISABILITIES

Adventure Camp will comply with the Americans with Disabilities Act in their delivery of services and will make reasonable accommodations to their policies, practices, and procedures as appropriate to enable a child with a disability to attend the program. Adventure Camp is not required by law to fundamentally alter or change the services provided under the Americans with Disabilities Act. Examples of fundamental alterations/changes to the program would include but are not limited to providing a service or therapy that is not regularly offered, providing one on one care to a child, providing medical support, or performing medical procedures.

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

- a) Based upon available information, the Adventure Camp Coordinator 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 Adventure Camp Coordinator 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 Child Care 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

ADVENTURE CAMP REMINDERS

- Summer Adventure Camp is held at 40 Arlington St., Nashua, NH 03060
- Vacation Camps is held at Sunset Heights Elementary 15 Osgood Rd, 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.
- Camp hours are from 7:00 AM – 6:00 PM

WHAT TO BRING DAILY

Please label everything with your child's name

- ✓ Bathing suit and towel
- ✓ Sunscreen
- ✓ A healthy AM snack and a drink
- ✓ Water bottle
- ✓ A non-refrigerated and non-microwavable lunch, including a drink
- ✓ A change of clothes
- ✓ 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.

Adventure Camp Coordinator: **Casey Charron** (on site)
Tel. 603-882-9080 x 2220
Email. ccharron@nashuaalc.org

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.)

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<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).

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STATE OF NEW HAMPSHIRE BUREAU OF LICENSING

CHILD CARE REGISTRATION AND EMERGENCY INFORMATION

NOTE TO PARENT/S or GUARDIAN/S: The licensing authority for this program is the bureau of licensing and certification, child care licensing unit. Child care 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. Statements of findings and corrective action plans are also available on-line at <https://nhlicenses.nh.gov/verification/Search.aspx?facility=Y> or by calling the unit at 603-271-9025 or 1-800-852- 3345, extension 9025.

During visits to programs, licensing staff speak with children regarding the care they receive at the program if in the judgment 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 coordinator. Please indicate whether licensing staff may speak with your child while they are with their class or group:

☐ I give permission for child care licensing staff to speak with my child while with their class or group.

☐ I do not give my permission for child care licensing staff to speak with my child while with their class or group.

If licensing staff believes your child may have specific information regarding an alleged event at the child care 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:

☐ I give permission for child care licensing staff to interview my child at the child care program separate from their class or group.

☐ I wish to be notified prior to child care licensing staff interviewing my child at the child care program separate from their class or group.

☐ I do not give permission for child care licensing staff to interview my child at the child care program separate from their class or group.

For more information about Child Care Licensing please visit our website at: <https://www.dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-care-licensing>

PRINT NAME: _____ SIGNATURE: _____ DATE: _____