



Adventure Camp
School's out! Camp's in! Let the summer fun begin!

Family Handbook



Learn. Grow. Thrive.

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.

Please visit our website at www.nashuaalc.org for updates, Adventure Camp and School Age Adventures enrollment information.

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

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Camp hours:

7:00 AM - 6:00 PM

WELCOME TO ADVENTURE CAMP

Please read this parent information book carefully. You are responsible for the information contained in it.

CAMP ENROLLMENT INFORMATION

Initial enrollment is contingent upon receipt of the completed enrollment application, signed tuition agreement, payment of the registration fee and first week tuition deposit (paid through Tuition Express), physical and immunization records, and any other forms required by licensing regulations.

Continued enrollment at Adventure Camp is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Adventure Camp as outlined in this handbook including but not limited to timely payment of all fees and tuition.

Parents/guardians are required to keep all enrollment paperwork up to date and must notify Adventure Camp immediately, should any of the information collected at the time of enrollment or any time thereafter change. Parents/guardians are required to update the child's immunization record each time the child receives an immunization. Failure to do so may result in the child being suspended until all paperwork is brought up to date or dismissal from the program and forfeiture of any deposit.

Adventure Camp reserves the right to dismiss any parent or child at any time with or without cause.

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 ProCare 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 are non-refundable and non-transferable.

Timely payments are essential for continued enrollment at Adventure Camp; however, if you anticipate difficulty with paying on time, please discuss the matter with the billing office immediately. If alternative arrangements for payment are approved, the billing office will notify you.

Our billing office will contact you directly if your payment is declined. If your account becomes more than two weeks delinquent, your child may be unable to attend our program until it is brought current. Further delinquencies may result in dismissal from the program.

SUBSIDIZED TUITION PROGRAMS

The ALC works diligently to provide safe, quality, licensed childcare to every family at an affordable cost. We cannot provide scholarships, reduced rates and/or sliding fee scales at this time.

Our Accounting staff can assist any parent or legal guardian with filling out a form 1863 Child Care Assistance Request through the State of New Hampshire. Once complete, it is the parent or legal guardian's responsibility to submit the documents directly to their local Department of

Health and Human Services (DHHS) office. For more information, contact your local DHHS Office at 1-844-275-3447.

Parents/guardians receiving assistance are also required to sign the Tuition Express Agreement forms, agreeing to be responsible for the payment of the full tuition fee, in the event they become ineligible to receive childcare subsidies. Parents/guardians receiving assistance are required to provide updated eligibility information in a timely manner and are required to notify billing at 882-9080x2213 immediately of any changes/updates to their eligibility or co-pay amount.

WITHDRAWALS/ CHANGES

Refunds, minus the registration fee, are issued *only if you cancel on or before June 1st*. After June 1st 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 **one schedule change per camper per summer**. After that, a \$5.00 maintenance fee will be applied to each change request
- Additional changes may be considered in special circumstances but are **not guaranteed**.
- Schedule changes will only be made if your account balance is current..

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.

ABSENCES

Tuition represents your child's reserved enrollment spot that they occupy in the program. Please note, we are not a "drop in" childcare service center. You are required to pay for your child's spot, whether or not your child attends. There is no tuition credited for any absences, vacations, scheduled school holidays, or child illness less than 5 consecutive days.

Should your child experience a serious illness or medical condition, or your family experiences an unexpected emergency that would disrupt your child's attendance in the program for 5 days or more, please contact Adventure Camp to discuss continued enrollment and tuition payment arrangements.

LICENSING INFORMATION

We are licensed by the New Hampshire Child Care Licensing Unit. The license authority for this program is the bureau of licensing and certification, childcare licensing unit.

The CCLU ensures that children attending NH childcare programs are in safe and healthy environments and are provided with care, supervision and developmentally appropriate activities that meet each child's physical and emotional needs. CCLU accomplishes this through on-site evaluations, monitoring and investigations that ensure compliance with applicable NH Statutes and Administrative Rules, approval and issuance of licenses, and initiation of appropriate disciplinary action when necessary for compliance and the protection of children.

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 that 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.

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>

RECORD REQUEST

Requests for copies of enrollment documentation, attendance and/or developmental records must be presented to the School Age Director in writing. Tuition/financial records requests are made to the Accounting Department. School Age Adventures will only release information to custodial parents/guardians or their attorney at law if a letter of representation is provided along with an executed form from the parent/guardian requesting the records. There may be a reasonable fee charged for records requests for any information that was, as part of our regular communication process, already communicated to any parent/guardian. This could include but is not limited to, duplicates of enrollment documentation, tuition/financial records, attendance records, accident/incident reports, developmental records, communications between parents and the staff. An invoice for the fee will be presented and must be paid prior to the requested documentation being released to the requesting party.

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

HEALTH & ILLNESS

When a child becomes ill at our program, the parent/guardian will be contacted. The health and safety of all children and staff at Adventure Camp is a top priority. To help prevent the spread of illness, we ask that families carefully review and follow the guidelines below.

Children must be well enough to participate in all daily camp activities, including outdoor play.

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.

Symptom / Illness	Stay Home If...	Can Return When...
Fever	100.0°F or higher	Fever-free for 24 hours without medication
Vomiting	Any vomiting episode	No vomiting for 24 hours and eating normally
Diarrhea	2 or more loose stools	No diarrhea for 24 hours
Cough / Cold	Severe cough, trouble breathing, or child cannot participate	Symptoms improve and child can fully participate
Sore Throat	With fever or difficulty swallowing	Fever-free 24 hours and symptoms improving / 24 hrs on antibiotics if strep
Pink Eye	Red, itchy eyes with discharge	24 hours after treatment or cleared by doctor
Rash	Unknown cause or spreading rash	Rash is diagnosed, treated, or cleared by doctor
Lice	Live lice or nits present (recommended)	After treatment (no live lice)
Flu / Contagious Illness	Diagnosed or showing symptoms	Fever-free 24 hours and feeling well enough to participate
Hand foot & Mouth	Open Sores, fever	Fever-free 24 hrs and sores are healing/dry
Chicken Pox	Fine blisters/Fever	5 days after the rash appears or until all scabs dry, whichever comes first
Ringworm	Rounded, reddish area with a scaly or blistery border, often itchy	treated, or cleared by doctor

If your child has a communicable disease, we ask that you share the diagnosis with Adventure Camp 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

Should a child be involved in an incident/accident during the program, a staff member certified in First Aid will take care of that child. After treatment, they will complete an Incident/Accident Report. The Incident/Accident Report will be located at the parent area (folded so only the child's name appears).

Parents/guardians are required to sign for receipt of any incident/accident reports from the day at drop-off/pick-up. The site director will be able to discuss briefly the matter with you at pick-up.

In the event of a medical emergency, the site director will call 911 and the parent/guardian will be notified immediately. Parents/guardians will be solely responsible for all costs associated as a result of such emergencies..

EMERGENCY DRILLS AND PROCEDURES

Adventure Camp conducts monthly fire/emergency evacuation drills. Emergency evacuation drills are used for a variety of situations including but not limited to fire, weather, violence, concerns related to threats against anyone in the building, utility, air quality or other environmental concerns.

Emergency Drills will also test the program's notification process and procedures for parents/guardians and other authorized emergency contacts. It is important that we practice all parts of the emergency plan to ensure it works properly if/when it is needed.

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 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.

In the event of a real emergency lockdown situation, anyone onsite will be required to comply with the lockdown procedures and will be prohibited from leaving the premises until emergency personnel advise. Anyone onsite is required to comply with the instructions of staff as it relates to the processes and procedures during a lockdown drill or situation.

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.

School Age Adventures 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.

ALERNATE SAFE/REUNIFICATION LOCATION

Should the administration of Adventure Camp or any emergency services personnel determine the building, which houses the program to be too dangerous to be occupied, the staff and children, will be taken to a secure location. Once the children are assembled here, the staff will begin contacting parents/guardians or emergency contact persons for pick up.

If at any time a parent/guardian, authorized pick up person or child state that they or another individual associated with them will bring a firearm or weapon of any kind to the program, threaten to use a firearm or weapon to harm a staff person, child, family, or any person associated with Adventure Camp, the child will be immediately disenrolled from the program and police will be called. There will be no exceptions.

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.

SNACKS

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.

PICK UP AND DROP OFF PROCEDURES

For pickup, ring the bell and a staff member will greet you at the door and check your ID.

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 at the “Parent Area”. Authorized persons must be on the pickup list.

Once per week, all parents/guardians are required to provide a full signature on the attendance sheets in the signature area next to their child’s name.

Once a parent signs their child out, they are then solely responsible for supervising their child while on the program premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

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

The staff of the Adventure Camp program will contact local police and/or the other custodial parent/guardian if a parent/guardian appears to be under the influence of drugs and/or alcohol when arriving to pick up their child. While the program cannot prevent a custodial parent/guardian from accessing their child, staff will take appropriate steps to support the child’s safety. Staff will make reasonable efforts to engage the parent/guardian while contacting the other parent/guardian and/or local police.

Any other authorized person who attempts to pick-up a child and appears to be under the influence of drugs and/or alcohol or pose a danger to the child for any other reason will be denied access to the child. The staff will contact the child’s parents/guardians and let them know they need to pick up their child or arrange for another authorized person to pick up. Local police may be notified as well.

Should the staff contact a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by someone on the Emergency/Alternate pick-up list on file.

The people on the Emergency/Alternate pick-up form will be required to provide a photo ID prior to the program releasing the child. It is the responsibility of the enrolling parent/guardian to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

All pick up changes and/or additions can be made through Camp Coordinator or Site Directors. Or by emailing ccharron@nashuaalc.org.

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 ProCare or 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 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.

From time to time children may be treated to watching a show, movie, or other video program. Movies will have a rating of G or PG. Parents/guardians will be requested to sign a permission form for their child to participate.

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 Adventure Camp 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, Adventure Camp 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 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 POLICY SUMMARY

- Adventure Camp uses a step-by-step process to support children with behavior concerns.
- If behavior does not demonstrate consistent improvement, or if a child's behavior poses a safety risk, suspension or termination may occur.
- Some serious behaviors may result in immediate suspension without prior steps.
- Adventure Camp reserves the right to make final decisions regarding suspension, re-entry, and termination to ensure the safety of all children and staff.

Our philosophy focuses on caring, honesty, respect, and responsibility. We prioritize teaching and supporting positive behavior; however, safety remains our top priority, and certain behaviors require immediate action.

We want every child to be successful in our programs. Program staff encourage children to interact positively with peers and make appropriate choices. Staff teach and model behavioral expectations and reinforce them in positive ways to support the development of self-control. Staff assist children in resolving conflicts and understanding both the cause and suitable solutions whenever appropriate.

BEHAVIOR AND DISCIPLINE MANAGEMENT POLICY

School Age Adventures values each child as an individual. When behavior concerns arise, situations are addressed on an individual basis while maintaining consistent program expectations and safety standards. Staff will:

- Provide clear, consistent, and fair expectations
- Assist children with conflict resolution and social-emotional skills
- Redirect children to appropriate behaviors or activities
- Follow up with a **Behavior Reminder Plan**, when needed

BEHAVIORS THAT MAY RESULT IN IMMEDIATE SUSPENSION

The following behaviors are not tolerated and may result in immediate suspension, without prior steps, due to the severity of the behavior.

- **Bullying**, including:
 - Verbal (teasing, name-calling)

- Social (spreading rumors, excluding others, embarrassing others)
- Physical (hitting, kicking, pushing, damaging property)
- **Threats** of harm to others
- **Biting** (automatic suspension)
- **Violent or unsafe behavior** that jeopardizes the safety of self or others
- **Sexual or inappropriate language or actions** that create an uncomfortable or unsafe environment
- **Leaving the supervised program area without permission** (If a child leaves the building, appropriate authorities may be contacted)

All incidents will be documented using a **Behavior Improvement Plan**.

DISCIPLINE ACTION STEPS

We believe behavior support is most effective when staff and families work together. Open communication and collaboration with parents/guardians are an essential part of the process. Parents/guardians will be informed of behavior concerns and progress throughout the process, as determined appropriate by the program. Staff will use the following steps when responding to inappropriate or unsafe behavior.

1. Redirection and Reminders

Staff provide verbal redirection, reminders of expectations, and alternative choices.

2. Break / Cool Down

The child is given time to step away from the situation to regain control and return when ready.

3. De-escalation Strategies

Staff may use techniques such as:

- “How can I help you?”
- “What do you need?”
- “Tell me how you are feeling.”
- Checking basic needs (hunger, fatigue)
- Deep breathing and calming strategies
- Use of a designated calm-down space.

4. Behavior Reminder Plan

Used to document concerns and communicate with families. Behavior Reminder Plans may be used as part of the support process; however, the program may move to a Behavior Improvement Plan at any time based on the severity, frequency, or pattern of behavior.

5. Behavior Improvement Plan

Used when behavior continues after support efforts or when a pattern of concern is identified. If sufficient improvement is not demonstrated, or if behavior poses a safety risk, suspension may be implemented at the program’s discretion. The program reserves the right to determine the length of suspension based on the severity and circumstances of the behavior.

6. Behavior Re-Entry Agreement

Required following suspension and outlines expectations for the child's return to the program.

TERMINATION

Adventure Camp cannot serve children who display consistent disruptive behavior. This may include, but is not limited to:

- Requiring constant or excessive staff attention
- Causing physical or emotional harm to self, other children, or staff
- Refusing to follow program rules
- Jeopardizing the safety of the program environment

The program reserves the right to suspend or terminate a child immediately, without prior steps, if behavior poses a serious safety risk.

If behavior does not demonstrate consistent improvement after reasonable support has been provided (as determined by the program), or if a child's behavior poses an immediate safety risk, suspension or termination may occur.

In cases of termination, the child will not be eligible to attend any School Age Adventures programs (before school, after school, or Adventure Camp vacation/summer camp programs).

Families may request reconsideration for the following program year. All requests will be subject to administrative review at the program's sole discretion, based on safety and overall program fit, and are not guaranteed.

ADDITIONAL POLICIES

- School Age Adventures reserves the right to require immediate early pick-up due to behavior concerns
- No refunds or credits will be issued for suspensions, early pick-up, or termination
- Families may be responsible for damage to program property

NON- DISCRIMINATIONS STATEMENT

Enrollment shall be granted without regard to the enrolling child's race, color, creed, religion, national origin, gender (which includes sexual orientation/gender identity), genetic information or disability; and without regard to the enrolling child's parent's or guardian's race, color, creed, religion, age, gender (which includes sexual orientation/gender identity), national origin, pregnancy, disability, genetic information, or veteran status.

Additionally, Adventure Camp does not tolerate hate, prejudice, bias, or discrimination against any person by any person anywhere throughout our programs. Any person displaying hateful, prejudicial, biased, or discriminatory behavior towards anyone will be immediately investigated and appropriate action will be taken.

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202)690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider and employer.

COMPLAINTS/CONCERNS

Parents/guardians of enrolled children are expected to address concerns, questions, or issues related to their child and daily program activities in a calm and respectful manner. Initial concerns should be directed to the Site Director or Camp Coordinator. Program staff are not responsible for, and are not authorized to discuss administrative, financial, or policy-related matters.

In situations involving a difference of opinion or concern, all parties are expected to remain focused on resolving the issue respectfully and constructively. While differences may occur,

parents/guardians are expected to communicate in a calm and appropriate manner. Behavior that undermines conflict resolution efforts, including gossip, may result in discontinuation of services.

Adventure Camp values parent/guardian feedback; however, not all requests can be accommodated. Program policies and procedures must comply with licensing regulations and applicable laws and cannot be modified in ways that would violate those requirements.

Parents/guardians are encouraged to share constructive suggestions at an appropriate time and in a respectful manner. Suggestions that support and enhance the overall program may be considered. Suggestions may be submitted via email at schoolagecare@nashuaalc.org.

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

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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).

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