



CAMP
DISCOVERY
BROWNELL TALBOT

Summer Programs Family Manual

Updated February 2024



CAMP DISCOVERY

BROWNELL TALBOT

Welcome to Camp Discovery at Brownell Talbot! We are so glad you have decided to trust your children with us. Your child's health and safety are our number one priority.

All of us at Brownell Talbot are committed to our school's mission: **Every student. Every mind. Every heart.**

Known. Inspired. Challenged. We have incorporated this individual commitment to our summer programs. We are committed to helping our campers develop self confidence while fostering friendships and future readiness in a fun, safe, and welcoming environment. Our goal is to enrich the lives of all of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. In this unprecedented time, we take this commitment further by being committed to the health and safety of your child. We are following all CDC recommended guidelines and have updated our health and safety protocols.

Our highly experienced staff includes many certified teachers and specialists in their fields. All staff members undergo extensive background and security checks. Our staff is committed to providing your child a safe and nurturing environment. We hope that at the end of the summer, your child has memories that stay with them for a lifetime.

Thank you so much for choosing to spend your summer with us!

Deb Madden
Executive Director
402.556.3772, ext. 1023

Molly Martin
Camp Director
402.566.3772, ext. 1151

Mission

Camp Discovery's mission is to enhance the physical, social, and mental well being of every visitor while developing self confidence, friendships, and future readiness in a fun, safe, and welcoming environment.

Goal and Philosophy

Our goal is to enrich the lives of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. Camp Discovery values integrity, self-discipline, and each camper's inherent dignity. Campers are encouraged to have fun while being curious to try new things in an environment that values self-worth and a lasting connection to our community. Campers and staff should experience a sense of independence, feelings of accomplishment and self worth, and an overall sense of belonging. This is accomplished by knowing, inspiring, and challenging every camper.

The Importance of Summer Camp

At Camp Discovery, we believe that children benefit from their summer camp experiences. We know that by providing a quality camp in a loving and safe environment, children will develop social emotional skills, enrich their character development, and learn lifelong skills that will contribute to them becoming better citizens. Our campers develop meaningful relationships and foster life lessons beyond the classroom.

We encourage and challenge our campers to communicate and take on leadership roles, make decisions, take risks responsibly, and care and empathize with others. Through teamwork and individual stewardship, our campers develop self esteem, and leadership skills that contribute to their character development and emotional intelligence.

Benefits of Summer Camp

Camp Discovery's day camp strives to instill positive values, a commitment to learning, social empowerment, and an overall sense of fun into every program we offer. In a survey of parents and campers, common responses as to what children learned at camp were:

- Experienced success and became more confident trying new skills.
- Made decisions and became more independent.
- Gained better control of their emotions.
- Demonstrated patience and appreciation of others.
- Demonstrated better sportsmanship.

The same survey found that children felt different at camp because:

- They felt a sense of belonging.
- They felt proud and a sense of accomplishment.
- They felt respected.
- They felt more outgoing.
- They felt they were able to be more open about themselves.

The survey also reported that campers told their friends what they learned:

- To be a leader.
- Better listening skills.
- To respect others.
- To look past differences.
- To work as a team.

Objectives

We strive to enhance the physical, social, and mental well being of every camper. To ensure this, we have developed objectives to ensure our mission, goals, and philosophies are met.

- To provide all campers with opportunities that stimulate the development of each camper's self-esteem.
- To provide situations for all campers to set goals and challenge themselves while discovering their own skills and abilities.
- To increase all camper's ability to develop positive relationships with peers.
- To provide all campers with opportunities to recognize that physical and mental well-being are conditions to be achieved and maintained.
- To provide all campers a camp climate that fosters inclusion and community.

Daily Routine

Drop Off - Campers will be assigned a specific window for camp arrival.

- BT's parking lot speed limit is 5 mph.
- Stay in your vehicle.
- DO NOT pass other cars.
- If you need to speak with camp staff, please park and come into the camp office.

- Please ensure your camper arrives during the assigned window of time. This ensures a smooth drop off process. **You will receive your drop off window in an email the Friday prior to your camp week.**

If you need to bring your child prior to 8:50 am, please sign up for **Morning Care**. Campers in need of morning care may be dropped off at the dining hall door as early as **7:30 am**. Space is limited for this. Please register early so that your space is reserved.

Pick Up - 3:30 pm

Camper pick up will be in the same parking lot as drop off. A staff member will escort your child to your car. If your child needs to stay after 3:30 pm, please sign them up for **After Care**. **Campers not picked up by 3:40 pm will automatically be enrolled in After Care, at the drop-in rate of \$20.00 for that day.**

Special Pick Up

If your child is to be picked up by anyone other than the designated parent/guardian, a notification must be given to the camp director. This will be strictly enforced. These individuals will need a photo ID prior to your child being released.

Special Circumstances

If you must drop off or pick up your camper during the camp day, please make special accommodations with the Executive Director or Camp Director in advance by contacting Deb Madden or Molly Martin. You may email BTprograms@brownell.edu or call 402.556.3772.

Absence

If your child will be absent from camp, please contact Executive Director Deb Madden 402.556.3772 or BTprograms@brownell.edu.

Morning & Afternoon Care

For parents balancing hectic schedules, we offer morning and afternoon care on a limited basis.

Morning Care:

- Morning Care hours are from 7:30 am to 9:00 am
- Parents/guardians will walk their child to the dining hall door where a staff member will meet you and assist you with screening and signing your child in for camp. We ask that you be patient and wait your turn in the designated space if a family is ahead of you. We are adhering to all social distancing recommendations.
- Campers will be walked to their camp's location by camp staff.

Afternoon Care:

- Afternoon Care hours are from 3:30 pm to 5:30 pm.
- Parents are asked to call: **402.312.6337** when they are in our parking lot. A staff member will bring your child out to your car.
- A late fee of \$5.00 per minute will be accrued if your child remains at Brownell Talbot after 5:30 pm.

What to Bring

Campers should bring the following with them each day:

Backpack

Packed with everything your child needs for the day. Remember to include an extra set of clothes. All day campers should also bring a swimsuit and towel. All day campers will have the opportunity to get wet. Campers in first grade and up will either go to the pool or have water play. Kindergarten and preschool kids will NOT have pool time. Kindergarten campers will have outdoor water play.

Water Bottle

It is very important that each camper bring a water bottle on a daily basis. Please label with your child's name in permanent marker.

Lunch

If staying for the day, please make sure to pack your lunch! We ask that you avoid items that need to be microwaved. Please make sure lunches include your child's first and last name on the outside of the lunch bag. **Brownell Talbot is a nut-free campus.**

Camp Store

The Camp Store will be open during lunch and occasionally for aftercare. Campers in kindergarten - grade 8 will be escorted to and from the store provided they have money in their account. Younger campers will have the option to purchase from the traveling store. Campers that are enrolled in specialty camps may not always have the opportunity to visit the camp store, but we will try to make a point to have each camper visit the store during their time here at Camp Discovery! The camp store contains camp merchandise, candy, some food options, and beverages. It does not include lunch options. Totals of \$20 or less left in the store at the end of the session or season will be considered a donation to Camp Discovery and will not be refunded unless requested.

What Not to Bring to Camp

Electronics

We strive to provide a program free of video games, cell phones, audio players, toys, and distractions. Please DO NOT allow your

child to bring these items with them to camp. These items tend to get lost or misplaced when brought to camp.

Money

Additional money is not needed and should not be sent. Snacks are provided to day campers.

Lost & Found

Brownell Talbot does not assume responsibility, beyond reasonable care, for the personal property of campers. Children are responsible for their own items. **PLEASE LABEL** all items with your child's first and last name. If an item is lost, report it at once. Every effort will be made to return lost items if they have been labeled.

Misplaced items will be gathered each day. Unclaimed or unlabeled items left or found will be placed in a Lost & Found box and will be located outside the camp director's office. Any items left at the end of the summer will be donated.

Clothing and Attire

Campers will play outside, complete art projects, and participate in fun and sometimes messy activities. We suggest your child be dressed in play clothes that are allowed to get messy. Campers must wear tennis shoes. Please do not send your child in flip flops or sandals. Flip flops may only be worn when campers are at our pool.

Off-Site Attire & Camp Shirts

Camp T-shirts must be worn on while off-site during the camp day. This ensures that each child is identified as part of our group. All campers will receive one FREE camp T-shirt during the first session they attend. This year we will have a few of our camps going off site to memorial. If no field trip is scheduled, we encourage you to wear camp shirts on Fridays.

Lunch and Snacks

Brownell Talbot College Preparatory School is a NUT-FREE ZONE, please refrain from bringing any food that contains tree nuts or peanuts.

Lunch

If staying for the day, please make sure to pack your camper a lunch! We ask that you avoid items that need to be microwaved. Please make sure lunches include your child's first and last name on the OUTSIDE of the bag. **BT is a nut-free campus.**

Snacks

Healthy snacks will be provided to our day campers. If your child has any particular food allergies, please let us know. We will try to accommodate all allergies, but in some situations, we reserve the right to ask parents/guardians to provide appropriate snacks for their child with allergies.

Camp Discovery Store

The Camp Store will be open during lunch and sometimes after camp. Our camp store is cashless. Please complete the following to put money into your child's account:

- Log into your child's registration and navigate to your child's Summer season registration details
- View your submitted applications.
- Scroll to the bottom of the screen and click the "add deposit" button in the bottom right corner
- Specify the amount
- Enter your CC information to process payment

Unused money in your child's camp store account over \$20.00 will be returned to you at the end of camp. Monies under that will be donated back to camp.

Health Policies

The completion of the Camp Discovery Medical Form is mandatory.

Children will not be permitted to attend without a completed health form on file. The health and safety of our campers is our number one priority. **Parents will be notified immediately**, if a camper shows signs of:

- Fever over 100.4 degrees.
- Vomiting or diarrhea.
- Contagious disease.
- Accident requiring medical attention.
- Draining sores or burns.
- A rash, until diagnosed and determined to be non-contagious.

If a parent or guardian cannot be reached, the individuals designated as emergency contacts will be called. Children must be symptom-free for 24 hours if vomiting, diarrhea, or a fever persists.

Please note, our employees **will not** administer prescribed or non-prescribed medication except for those students identified as having an EPI-PEN, inhaler, or insulin. These medications must be stored under lock unless parents/guardians give permission for the camper to carry it on their person.

First aid and emergency kits are located and maintained in the camp director's office, aquatic area, specialized activity areas, and the dining hall. If a camp requires an out of camp field trip, first aid and emergency kits will go with the trip. In addition, Brownell Talbot has continued access to three (3) automated external defibrillators (AED) located throughout campus. Locations include: lower school gym, upper school gym, swimming pool.

Unfortunately, there are no provisions at camp to provide constant nursing care and supervision. Parents/guardians are to immediately pick up their child if the child is ill. If the child has any of the above symptoms, we ask that you keep them at home until they have seen a doctor. Children with a fever are required to stay home for 24 hours after the fever breaks or until they are no longer contagious. If your child will be absent from camp, please contact Executive Director Deb Madden before 9:00 am at 402.556.3772, ext 1023.

Injury

Should your child become injured at Brownell Talbot, prompt care will be given. Routine scratches and bruises receive common first aid. If a more serious injury should occur, the parent/guardian or emergency contact will be notified immediately.

Sunscreen Policy

Campers may spend time outdoors and are exposed to the sun. Staff members will have spray sunscreen with them at all times to spray campers if needed, unless due to allergies, your child needs special sunscreen and must apply it themselves. Please indicate allergies on your health form and email Deb Madden at deb.madden@brownell.edu.

We also encourage all campers to bring their own bottle of sunscreen, clearly labeled with their name so they may reapply at break points throughout the day. Camp staff are permitted to help children apply sunscreen; however, we encourage you to teach your child how to apply their own. Staff will assist and supervise children in reapplying sunscreen to exposed skin prior to outdoor activities. For children that require more frequent application of sunscreen, parents must provide written instructions on how often their child is to apply their sunscreen.

Staff will make every effort to watch children for sunburn, but cannot be responsible for children who do not have sunscreen, have a fair complexion, or forget to apply sunscreen. We recommend that you:

- Apply a layer of sunscreen to children before they arrive at camp.
- Providing children with enough sunscreen (in a sealed container) to take with them for applications later in the day.

- In addition to sunscreen we recommend sending your child with a sunhat.

Swimming

Recreational Free Swim

In some cases, campers may have an opportunity for free, recreational swimming in our indoor aquatic complex. This will always be supervised swimming. We will never force a child to get into the water, but we do expect all campers to change into a swimsuit when we go to the pool. **Campers in grades Kindergarten and below will NOT go to the swimming pool.**

General Safety Procedures

Safety is the number one priority while at the swimming pool. Campers will always be supervised in the water. While at the aquatic area, campers must remain within eyesight of staff at all times. Campers are expected to follow all pool rules while in the pool area. Campers will not be permitted to leave the aquatic complex with anyone other than camp staff. This ensures that all children are accounted for and keeps consistency within our camping policies and procedures.

Our staff members and lifeguard also conduct 'Buddy checks,' this is done during our break times at the pool. All campers and staff exit the pool and sit on the deck with their buddies hands in the air. Counselors come around and count to make sure they have everyone in their cabin. Once lifeguards have a thumbs up from all of the counselors the Buddy Check is over. The rules of the buddy system are as follows:

- If your buddy goes to the bathroom, you go with them
- If your buddy is in the shallow end, you are in the shallow end
- If your buddy is not swimming today, you are not swimming today

Campers are allowed to trade buddies at the beginning of each day. Counselors must know who the buddy pairs are before swim time starts. This ensures that when a buddy check is called, we have not only counselors but campers keeping everyone accountable.

Deep Water Test

Campers who wish to go in deep water and jump off the diving board must complete a Deep Water Test. This consists of swimming the length of the pool (25 yards) unassisted, tread water for one minute, turn around in a full circle and find an exit, and be able to exit the water without using the ladder.

Discipline Procedures

In order to ensure safety to all campers and staff, Brownell Talbot's Camp Discovery will follow the below discipline policy. To facilitate a safe, secure, fun environment for all participants attending Brownell Talbot activities the following policy has been implemented. This policy is not intended to be activated for minor "misbehaving" infractions. On a daily basis, we will work with children who are having a "bad day." Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the supervisor/child level. Redirection and, in some situations, loss of choice activity will continue to be the discipline implemented.

The CAMP DISCIPLINE POLICY will be activated when:

- The number of minor infractions has been excessive.
- The behavior constitutes a violation against other children or adults, including unwelcome intentional touching or grabbing of another child, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of Brownell Talbot's Code of Conduct.
- The behavior constitutes a violation against Brownell Talbot's or other children's property.
- The behavior constitutes a safety issue either for the child themselves, other children, or staff. In the event this policy is activated for any child, written documentation will be kept by the camp director of all applicable dates, decisions and agreements (including a plan of action if needed.)

Camp Discovery's FORMAL DISCIPLINE POLICY includes:

- The first serious offense that is significant in nature to bring to the attention of the camp director, will result in a private discussion between the camp director and the child. The child will also be removed from their choice of activity for the day. The parent will be notified of the negative behavior and will be advised that if the same or related behavior is repeated, a parent conference will be required. The director will notify Brownell Talbot management.
- If the behavior continues, the child will again be removed from the group activities and the parents will be notified of the need for a parent/child/director conference before the child can return to the program.
- If the behavior still continues, a parent conference will again be required, (either with or without the child at the parent's

discretion). The child may be suspended from the program for a period of time up to three days (at camp director's discretion). The child will then be allowed to continue in the program only after the camp director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the child.

- If, after all of these steps, the behavior continues, the child will only be allowed to continue in the program if a professional counselor is involved (at the parent's expense) in modifying the negative behavior. At this point, the professional will be asked to recommend a time frame for compliance based on the situation. If a professional is not brought in, or the time frame set forth is expended, the child will be expelled from the program with a date for re-entry set by the camp director. Under extreme circumstances or in situations when that child or other children's safety is at risk, the camp director has the authority to ask a child to leave the program without following the above procedures.

Suspension and Termination of Camper

- Safety and respect are considered key to the success of our program. Children who violate camp policies in these areas are subject to suspension or termination from the camp. Parents/guardians will be communicated with before it reaches this level.

Grievance Policy

- Any family or child who does not feel they have been given due process is asked to adhere to the following guidelines:
- The child and/or parent/guardian should first speak with the camp leader of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the camp leader is not satisfactory for the child and/or parent/guardian, they should then meet with the camp director.
- Please note, under extreme circumstances and/or situations when a child or other children's safety is a risk, the camp director, with agreement from the Head of School, Dr. Kristi Gibbs, has the authority to ask a child to leave the program.

Questions or Concerns

Please address questions and concerns to Camp Director Molly Martin or Executive Camp Director Deb Madden at BTprograms@brownell.edu or 402.556.3772.