



# Nature Discovery Camp (NDC) Policies

## **Day Camp Pick-Up & Drop-Off**

A sign-in & sign-out sheet must be signed by an authorized adult listed in the child's registration papers when the child is dropped off and again when the child is picked up. The adult picking up the camper must also show ID to camp staff. Staff verifies that this adult is authorized on the child's camp registration form. If someone other than the child's parent or guardian is to pick up the child, this must be included in their registration forms or updated in advance by an authorized parent/guardian. If an emergency situation should arise, verbal notification by parent/guardian to camp staff of a new adult picking up your camper is sufficient.

## **COVID & Illness**

Nature Discovery Camp (NDC) will operate under the recommended guidelines from the Center for Disease Control, federal government, state government, and local governments. We also seek guidance when preparing our policies from the American Camp Association.

In order to keep campers safe, we are willing to give full or partial refunds to families who miss all or part of their camp week due to COVID exposures, COVID complications within the household, or other transmissible illnesses. We encourage campers that are feeling sick to please stay home.

## **Absences & Tardiness**

If a child will not be attending due to illness or other reason, it is the parent's or guardian's responsibility to inform the staff. Please call Nixon County Park at 717-428-1961 as soon as possible to inform us of such occasions. If your child is going to be tardy please call so that we can make arrangements for your child to meet up with the group if possible.

## **How to Prepare for Nature Discovery Camp**

Please label all of your child's clothing, lunch box, water bottle, and any other items that are brought with their first and last name or initials.

### **What to wear to camp:**

- Comfortable clothing that can get messy with layers to accommodate changing weather conditions.
- Proper footwear including hiking and water shoes. No open-toed shoes, backless shoes, Crocs, flip-flops, or sandals.
- A hat for sun protection.
- Sunscreen and insect repellent.
- Raincoat and boots, as needed.

### **What to bring to camp:**

- A lunch, and a snack that does not require refrigeration. We encourage use of low waste lunches with reusable containers. *Please check your email in the weeks leading up to camp to find out if peanuts or tree nuts will be permitted during your week of camp.*
- A full, reusable water bottle.
- A complete change of clothes and a towel. This can be left for the week or taken home to be washed as needed.
- A pair of water shoes or old sneakers for stream exploration. (In addition to the shoes campers wear to camp.)
- Medicine along with the medication form if medication is to be taken or carried at camp.

### **What to leave at home:**

- Electronics (iPods, cell phones, games, etc.)
- Toys
- Pocket knives
- Matches or lighters
- Jewelry that could be lost

### **Behavior Expectations**

- *Please let staff know in advance if your student has an IEP or other special accommodations at school, ADHD or other behavioral diagnosis, or any other conditions that may alter our behavioral expectations, treatment, or consequences for your camper.*
- Campers are expected to be kind and respectful to each other, the camp staff, and all York County Parks' property and materials. This includes but is not limited to kind and inclusive language, lack of unwanted or inappropriate touching, and avoiding unsafe behaviors after being asked to.
- Bullying is prohibited. Consequences are outlined below in the NDC Bullying Policy.
- In the event that a camper misbehaves (i.e., physically or verbally aggressive or disrespectful behavior, use of profanities or inappropriate topics of discussion, continuously disruptive behavior, purposely running away from the group, or defiance of authority), the staff will address the camper one on one to discuss the behavior.
- If the behavior persists, the student may be instructed to take a cool down time by sitting out of an activity.
- If further disruptive behavior occurs seasonal staff will inform senior park staff, who will meet with the camper and the seasonal staff.
- If the behavior persists, a call will be made to the parent. After a conference with parents if behavior does not improve it could result in withdrawal from the week without a refund.
- If any discussions have been had with your camper regarding behavior issues, the adult picking up the camper will be notified at the end of the day, and/or a phone call will be made to the parent/guardian to get advice and inform the parent/guardian.

### **NDC Bullying Policy**

There is zero tolerance for bullying at camp. Bullying is defined as a behavioral form of violence which includes physical, verbal, social, or cyber-attacks that occur in a repetitive manner with hurtful intentions used to exploit an imbalance of power.

When a camper is involved in an incident where one camper is picking on another child during an activity, the offending camper will be taken aside and explained that they are exhibiting hurtful behaviors by staff. If this behavior continues after a warning, this has become a bullying behavior. This will result in immediate parent notification. If behavior continues a camper may be asked to leave and not return to NDC for the duration of the camp because of violation of the Bullying Policy. A refund will not be given.

NDC staff is vigilant and trained to differentiate bullying from other behaviors, but they are not omnipotent. If your camper describes to you an incident that you suspect could be bullying please tell us so we can take the proper steps to end bullying behavior at NDC.

### **Medication Administration**

York County Parks staff will not administer medication to a child (over the counter or prescribed) unless accompanied by a doctor's written notice. During online registration, if you select that "yes" your camper needs to take medication during the camp day (9:30am-2:30pm), you must then complete the linked medication form and submit it prior to the first day of camp. The medication prescribed must be in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use, method of administration and frequency and the child's name. Medication is kept in storage, out of reach of children, when not being used. When no longer needed, or when expired, medications are returned to the parent/guardian. This policy also applies if your child carries emergency medication due to allergies including medication such as Benadryl, an Epi-pen, an inhaler, or an AUVI-Q.

### **Weather**

The majority of programs take place in an outdoor setting. In the event of severe weather (i.e.: storms or extreme heat), activities will be altered as needed. Please bring clothing and accessories for your camper to be comfortable in the expected outdoor conditions (ex. Change of clothing, rain gear, appropriate footwear, sun protect, hat, etc.)

### **Cancellations and Refunds**

Full refunds will be given when the cancellation occurs at least **30 days** prior to the start of your camp. If cancellation occurs within 30 days of the start of camp refunds are processed on a case-by-case basis. Please understand that we cannot refund last minute cancellations due to all the prep work that we do to prepare for each student (emergency forms, medication forms, nametags, cubbies, sign-in sheets, special needs meetings with parents, etc.).

### **Evaluation & Feedback**

Please feel free to give us feedback at any time during the summer. You may schedule an appointment with a staff member at any time to discuss your family's needs. In addition, parents/guardians along with their child will be emailed an evaluation survey at the end of your camp week. Your feedback is vitally important to us and helps us to constantly improve and provide quality programs. Please take the time to tell us how you feel we are doing and provide any suggestions or comments about your expectations of York County Parks summer day camps.

For immediate assistance with camps, complaints, or feedback, please contact the Manager of Education at 717-428-1961 x3. In addition, your feedback can be left anytime at [NixonCountyPark@YorkCountyPA.gov](mailto:NixonCountyPark@YorkCountyPA.gov).