

# Day Camp Family Handbook



**With general information about schedules, dropping  
off and picking up your child, what to pack, and more.**



## Contact Information

Main Office: Seasonal contact, please leave a message (802) 490-5550  
*Pre-Season*, the best way to reach us is via email: [info@campw.org](mailto:info@campw.org)

Address: 83 Waubanong Rd. Brattleboro, VT 05301

While camp is in session, please speak with our Day Camp Director, Jessy, during drop off or pick up if there are questions or concerns about your camper or about any logistics. For other matters, or if you need to speak with Sean, the best time to call is 8:00AM –11:30AM on the office phone (802) 490-5550. Please leave a message or send a text to this same number if no one is available and we will get back to you.

## EMERGENCIES

While your camper is with us at camp:

1. Call the Camp office first at 802-490-5550 between the camp hours of 8:00AM – 4:30PM.
2. If you cannot get anyone on the phone, text the office number: (802) 490-5550. Leave a brief message, your name, your camper's name, and the best callback phone number.

\*If we have an emergency with your camper at camp we will call emergency services first if needed, and then we will reach out to the contact numbers provided on their camper forms.

### **Dear Camp W Family,**

Welcome to Summer at Camp W! We're glad you'll be joining us, whether for the first time or for the latest of many summers at CW camps. This Handbook will provide you with essential information about how the camps operate, how your child will travel, the necessary paperwork we need before your child arrives at camp, items to pack, and much more. Even if you are a returning family, please look over this handbook because some aspects of the summer have changed. Our job is to take care of your child during his/her/their time at camp, to nurture their individuality and strengths, and work with you to that purpose. We ask you, in turn, to support our programs by reading this handbook, supplying us with the information we need to keep your child healthy and safe, and following our guidelines for summer communications.

### **The next items we need from you are:**

Scholarship Application if you are applying for financial aid DUE: May 1st. (Note: this is an earlier date than in previous years)



Physical Exam & Health Forms DUE: June 1st

Tuition payment DUE: June 1st

If you have any questions about this handbook, CW programs, tuition, or anything associated with your child's summer, please do not hesitate to contact us. We are looking forward to working with you and seeing your child at camp this summer.

Warmly,

*Sean Ashcraft*

### **Day Camp Schedule**

Day Camp is in session *Monday through Friday*.

Arrival/Drop-off: *Drop off time is 845am, Pick up time is 4:15pm for Foragers.*

Arrival/Drop-off: *Drop off time is 9am, Pick up time is 4pm for Woodland.*

Arrival/Drop-off: *Drop off time is 915am, Pick up time is 3:45pm for Sunrise & Sunshine.*

Early care is available for sign up through the Active website, drop off time is 8:30AM.

After care is also available for sign up through the Active site, pick up time is 4:30PM.

### **Drop off & Pick up Traffic Flow**

When you turn from Waubanong Road into our driveway at camp, you will follow the parking signs into our parking lot on the right. Please park in the designated area and drop your camper(s) at the lower field registration area. We ask that you ALWAYS check in with a staff member at drop off so they can check them off on the roster.

The new traffic pattern follows a loop, as to avoid backing up the flow of traffic coming in and out of the driveway. From the parking lot, continue through the parking lot and past the Sugar House, looping around our adjacent lower field property and back out to Waubanong Rd.

### **Departure/Pick-up**

Campers finish their day between 4 PM and 4:30 PM and must be picked up at that time. We ask that you ALWAYS check in with a staff person before picking up your child each day so they can check them off on the roster. Please let them know your name and your camper(s) name as well.

### **Pickup Authorization**

If you plan on someone else picking up your child, either at camp or at the drop- off sites, the camp needs to know this in writing. Please bring a note for your child to drop off that morning.



For obvious safety reasons, no one can pick up your child without this written authorization from you.

We encourage carpooling to reduce traffic on the back country roads. If you would like to carpool with other families in your area please let us know and we can help you coordinate with them.

### **Attendance**

If a camper does not show up on the first day, the staff will call you to verify enrollment. We ask parents to notify the staff in advance whenever a child is going to be absent. Communication is key to keep our programs flowing smoothly! If your camper will be absent for a day, please let a staff member know in advance. If you forget to notify or something pops up unexpectedly, please text the camp number (802) 490-5550 with your child's name and day camp group to let us know.

### **Birthdays**

If your camper has a summer birthday, please share this with their group counselor. The staff will then ask the child if they want a song sung to them and if they want to also skip around the circle while being recognized. Birthdays are always fun for the group, we love to celebrate! If you would like to share a treat with your camper's day camp group, please check in with a staff member before bringing one to assure that there aren't any food allergy concerns. If you would prefer for your child to abstain from any treats shared, please let us know in advance.

## **What to Bring**

### **Daily Packing List**

Please see pages at the end of this manual for the daily packing list and the Forager's overnight packing list. *We recommend bringing a reusable shopping bag or tote to store bulky items such as towels, rain gear, and extra clothing that your campers can keep stored throughout the day, and packing their backpack with lunch, water, sunscreen, and other items that will be used frequently throughout the day.* We utilize the remote sites around our mountain, and campers will be hiking throughout the day, so a comfortable and manageable backpack is important.

**\*\*All items should be labeled with your camper's name. We amass an exorbitant amount of lost and found items throughout the season, and the only way to ensure their return is if they are labeled, but it's your responsibility to track your campers belongings.\*\***

### **Overnight Packing List Sessions**

Please see pages at the end of this manual for the overnight trips packing list. It is helpful that you and your child pack their overnight items together so that they know what is traveling with them, how to pack their items up themselves, and to help them feel prepared for the trip. This



also makes it easier to ensure that all of their belongings will return home with them when they pack up camp on Friday.

### **Lunch and Snacks**

Children will need to bring a bag lunch from home. We **cannot** refrigerate or heat up lunches. We will provide them with water to have with their lunch. Please provide nutritious snacks, with an emphasis on non-sweet foods, for them to eat twice a day. It is CW policy that there be no candy or other junk food brought into camp. We ask that you honor this when packing your child's lunch. A main lunch, as well as a morning and afternoon snack to help maintain energy throughout the day is very important.

Please mark your camper's lunch box clearly with their name.

### **Health & Safety**

#### **Health History & Physical Exam & Emergency Info/Permission to Treat Form**

The Health History Form is part of registration that the guardians complete. It includes the guardian's "permission to treat" and emergency info in case of accident or injury.

The Physical Exam Form is assessed via online registration and can also be located online.

\*\*Your physician will need to complete and sign our Camp Physical Exam Form at the time of your child's yearly physical. If your child has already completed their physical for the year, please reach out to your pediatrician to have them fill out our health form so it can be submitted no later than **June 1**.

#### **Form Due Dates**

Health History & Emergency Info/Permission to Treat: required upon registration. Accessed through your Active Account.

Physical Exam: due by June 1st.

#### **Plan Ahead**

Your child's Health History and Physical Exam forms are an integral part of their application to camp. Any preliminary acceptance and enrollment of your child requires our receipt and review of these forms. We must have both forms before your child arrives at camp.



### **New Form Every Year**

We need a new Health History and Physical Exam Form every year. Do not write “see last year’s form” on any part of the new forms.

### **No Forms, No Camp**

Campers who arrive at camp without a completed Health History, Physical Exam, or Permission to Treat forms will not be able to participate in camp activities.

### **Immunization Waiver Guidelines**

To protect the health of all campers and staff, CW asks all campers to be fully immunized before they arrive at camp. Families choosing not to have their children immunized for religious and/or personal reasons must present a signed waiver attesting to their exemptions. These families need to be aware that if an illness appears in camp from which a camper is not vaccinated, the camper will be sent home immediately, with no tuition refund.

### **Health & Safety at Camp**

We do not push children beyond their limits. Any child in reasonable physical and emotional health can handle our program. We follow preventative safety procedures. Certified Lifeguards operate our waterfront. Swimming lessons follow Red Cross guidelines. Counselors who lead trips are certified in Wilderness First Aid. All our staff members are trained in their areas to keep a sharp eye out for safety. In addition, the camp is regularly evaluated to ensure it meets the rigorous standards set by local and state governments.

### **Illness**

We ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the prior 24 hours:

- A fever over 100 degrees (37.8C) orally or any other COVID symptoms
- Signs of a newly developing cold or severe coughing
- Diarrhea, vomiting, or upset stomach
- Unusual loss of appetite, fatigue, irritability, or headache
- Discharge or drainage from eyes, nose, or open sores

Please call to let us know if your child will not be coming to camp because of illness.

### **Emergencies**

If your child is seriously injured or becomes seriously ill at camp, our staff will call 911. Immediately thereafter, you (or your emergency contact) will be notified. For less serious injuries/illnesses, our Wilderness First Aid certified staff will treat the injury/illness up to the level of their training. If a doctor’s visit is the next step, you will be asked to pick up your child immediately and transport them to your doctor or clinic of your choice.



## **Tuition Policies**

### **Tuition Payment Schedule**

#### **All sessions**

Deposit due with registration: \$100. Total tuition balance due on June 1st

Payment Method: U.S. funds made payable by check, e-check, wire transfer, or credit card to Camp W. To pay by credit card, please use the Active system. If you would like to pay by check, please notify us that it will be mailed or delivered in person before June 1.

For applicants who enroll after June 1st, full tuition must accompany the camper registration form. If we have not received camp tuition by the deadline, and unless alternative payment arrangements have been made with us prior to the deadline, we reserve the right to give your space to another family from our waitlist.

#### **Refunds of Deposits**

We require a \$100 non-refundable deposit, applicable toward total tuition, when you register your child.

#### **Refunds of Tuition (Less the deposit)**

**Yes**-If you cancel a registration before June 1st.

**No**- If you cancel a registration after June 1st.

**No**- If your child is dismissed from camp for behavioral reasons.

**No**-If a camper arrives late or leaves early or voluntarily withdraws for any reason other than health or family emergency.

**No**-If a camper changes from multiple sessions to a single session after June 1st.

#### **Scholarship Funding**

We are committed to removing financial barriers to attending CW. Scholarship funding is supported by many individual funders.

#### **Who Qualifies**

Scholarship awards are based on family income and need, availability of aid, and must be formally applied for. Applying for a Scholarship does not automatically result in an award. Income verification is required.

#### **Register First**

The Scholarship application is not an application to camp. You must register for camp in addition to filling out the scholarship application. For those applying for scholarship, the \$100 deposit is fully refundable before June 1st.



### **Meet the Deadlines**

Scholarship applications must be received no later than May 1st. A child must be registered (not on the waiting list) to be considered for aid.

### **Acceptance**

Day Camp scholarship applicants can expect to hear by May 15th about the committee's decision. If you decide you need to cancel, any tuition paid to that point is refundable, but no refunds are made after June 1st .

### **To Apply**

Complete registration for camp with a \$100 deposit, and then fill out the campership application, available online.

## **Policies & Procedures**

### **Drugs, Alcohol, and Smoking**

Illegal drugs, alcoholic beverages, cigarettes and other types of tobacco are prohibited on the Camp W campus.

### **Swimming**

Is allowed only at the waterfront where and when the waterfront staff are on duty. Campers tell the staff member in charge they intend to swim, and have a buddy & use our buddyboard system while in the water.

### **Pets**

**Do not** bring dogs or other domestic pets onto CW property. This is an all-camp rule. Only designated staff members may have pets on campus.

### **Diverse community**

Your child will be at camp with children and staff of many backgrounds, cultures, races, and religions. We teach respect for differences and expect campers to always interact in ways that are respectful and inclusive. Prejudice, discrimination, and oppression on the basis of class, race, gender, and sexual orientation are discussed in a variety of forums during a camper's time at CW.





## **Special Days & Trips**

### **Outings on Campus**

Throughout the summer, groups go on a day hike/adventure appropriate for their age level. These daylong excursions will highlight some of the beautiful and interesting parts of Camp W campus. We will be hiking and camping close to camp and emphasizing adventure in being out and working together rather than where or how far we go, but we have the ability to hike for miles on our campus.

### **Essential Items to Pack**

Your child will need a daypack to carry his/her lunch, bathing suit, rain gear, warm clothing layer, and water bottle. Each child is expected to carry his/her own pack. A plastic bag inside helps to keep things dry if it rains.

An important part of your child's experience at Forager Camp is the overnight camping trip. This will happen Thursday of each session. Groups hike, cook a VEGETARIAN dinner together, and sleep out overnight. The camp-out experience will be age-tailored, with the youngest campers staying closest to Camp.

### **Departure**

The Forager group will spend their afternoon on Thursday setting up camp and preparing supplies/food for their overnight.

### **Return**

Forager group will return to camp on Friday morning between 9:00AM – 9:30AM.

### **Food for Foragers**

Please pack your camper with their normal lunch and snacks on Thursday. We will provide an late afternoon snack and dinner on Thursday and breakfast and lunch on Friday.

### **Adventure Day**

All Adventure Day for any day camp group- trips leave at 9:20 AM and return by 4:00 PM.

### **Optional Pick-Up**

While we encourage all campers to attend the overnight trip, for those campers who do not wish to sleep overnight, we urge them to stay at least through dinner. If they are not camping out, they should be picked up between 7:00 PM and 8:00 PM at a prearranged location. Pick-up time should be coordinated with individual counselors.



## **All Overnight Trips**

### **Parent Permission**

By enrolling your child at the Day Camp and sending them with overnight gear, we assume permission has been given for the overnight unless you tell us otherwise, as we will not be asking for a separate signed permission form.

### **What to Pack**

Use the Day Camp Packing List later in this manual as your guide. The goal of the overnight experience is to foster self-sufficiency and independence. Thus, we expect all campers to carry their own clothes, water bottles, and mess kits.

### **Location Changes**

All overnight trip destinations are subject to change due to a variety of factors, such as weather. Parents and children should be prepared for this possibility.

## **Getting to Camp**

### **Driving Directions**

From exit 2 for VT-9 W toward Brattleboro/Bennington  
Continue straight 0.2 mi  
Turn right at Western Ave (signs for Vermont 9 W) 1.3 mi  
Turn left at Greenleaf St 0.7 mi  
Slight left at Hinesburg Rd 0.7 mi  
Take the 2nd left to stay on Hinesburg Rd 1.8 mi  
Turn right at Melchen Rd 0.8 mi  
Take the 1st left onto Waubanong Rd/Waubanong Rd 0.3 mi

### **Missed or late pick-up/drop-off**

It is very important that campers and their parents/ guardians are on time to keep things running on time. If you are going to be late or miss pick-up, please call the office. All campers will be expected to arrive and depart on their scheduled transport every day of the session for which they are registered unless otherwise informed.



## **After Camp**

### **Surveys**

At the end of summer, Camp W office emails surveys to parents. The information we collect from these is an important part of our assessment of the summer, allowing camps to grow and offer the best camp experience possible. Please take the time to fill these out.

### **Keeping in Touch**

“The Wamp” is CW’s newsletter for camper families and friends of CW. You’ll automatically be added to our email list. Also follow us on social media @the\_wamp\_vt and Camp W on Facebook.

### **Photos from Camp**

Camp W is an unplugged, technology-free environment for campers. When it comes to photos, we prioritize our camper’s experience over taking pictures. We understand many families want to see photos of their children at camp, but because of the sizes and locations of our camps and the scope of our programming we are unable to photograph every camper. Each camp’s gallery will be updated throughout the summer. Please check our website for updated blog posts from Day Camp. To read the full CW photography philosophy, please visit our website.

### **Promotion and Publicity**

With your camper’s enrollment, you are granting Camp W your permission to use images, pictures, slides, film, and video that may include your camper, for press, promotion, marketing, and advertising of Camp W and of affiliated organizations such as the American Camp Association (which is the accrediting body for camps throughout the country) and the Friends Council on Education.

## **Day Camp Packing List**

Please LABEL EVERYTHING that you send with your camper. It is most helpful if you label each item with full initials or last name so we can identify items if found. If an item is not labeled and is left behind at camp, we cannot guarantee its return. Labels that cannot be washed or ripped off are the best for our rugged camp environment.

### **Daily List**

- Lunch – should not need refrigeration or heating
- Swimsuit & Towel - may remain at changing area for the session
- One warm sweatshirt or sweater
- One pair of sweatpants



- One pair of closed-toe shoes – no shoes with holes, including crocs (also ok to send sturdy hiking sandals or crocs in addition to closed toed shoes)
- One raincoat or poncho
- One warm change of clothes that will remain in your child's extra bag (in case clothes worn to camp get wet)
- One daypack – a pack that can fit any and all of the items listed and comfortably fits your camper's size

### **Overnight Trip Equipment List**

Thursday-Friday for 7-12 year-old Forager campers

#### **What to wear**

- T-shirt
- Long-sleeved shirt or sweater
- Shorts or long pants
- Wool socks
- Boots or sneakers with tread

#### **What to pack**

- Lunch - Please pack a regular lunch for the first day of the overnight
- Backpack – for all the following items.
- One change of clothes - in a plastic bag to keep them dry
- One set of: bowl, cup, and spoon
- One water bottle - won't leak, quart size
- One poncho or raincoat
- One swimsuit and small towel with plastic bags for wet storage
- Sleepwear – warm and comfortable
- One wool or polar fleece sweater
- One toothbrush – with toothpaste
- One sleeping bag - tied tightly and in a waterproof sack.
- One pair of closed-toed shoes
- One pair of sandals or water shoes
- Extra pair of socks
- Stuffed animal - optional if your child would like to have one for the overnight
- Flashlight or headlamp

#### **What not to pack**

- Extra food
- Electronics: phones, games, or devices of any kind
- Pokemon, Magic cards, etc.