

Camp Evergreen's Facts, Policies, and Frequently asked Questions:

What are Camp's Operational Hours?

Camp's normal operational hours are Monday through Friday, from 9 am to 4:00 pm. Extended hours are available (see the section on extended day for more details).

What should my child bring to camp?

- Bathing suit and towel. We suggest that your child come to camp already dressed in their bathing suit under their clothes.
- Brown bag lunch with your child's name clearly printed on the bag. Lunches are kept cold in our walk-in refrigerator located in the canteen. Keep in mind that *peanut butter is allowed* at camp. If your child has a peanut allergy please contact the office and discuss this matter with the director.
- Change of clothes. These may be enclosed in a plastic bag and left in your child's cubby throughout his/her stay at camp. You may wish to include lightweight long pants, a jacket and/or a sweatshirt for cooler days.
- Closed toe shoes. Our campers spend a lot of time on their feet playing sports and enjoying the outdoors. Closed toe shoes keep kids feet safe and ensure they are prepared for whatever is in store throughout the camp day.
- Raincoat/waterproof jacket for rainy days.

Clearly label items sent to camp with your child's name. This includes all clothing, shoes, hats, knapsacks, and eyeglasses Your child is responsible for all items brought to camp. Please check the lost and found (located next to the Arts and Crafts building) periodically for any lost items.

DO NOT SEND money, cell phones, radios, electronic game toys, expensive jewelry, or any other valuable items. Campers are strictly prohibited from bringing the following: pets or outside animals (unless approved by the director), drugs, alcohol, weapons (including knives). Camp Evergreen reserves the right to search campers' personal belongings if possession of illegal substances or weapons is suspected.

Sunscreen ,Bug Spray and Tick Checks :

Camp does not supply sunscreen. Most parents apply waterproof sunscreen prior to the camp day. If you want sunscreen to be applied to your child during the day, send it in a labeled bottle with written instructions. Sun hats, swim shirts, and sunglasses are also great ways to protect your child from the sun while they are at camp.

An assortment of bug repellent is available in the nurse's office. If you send in bug repellent, it must be: 1) roll-on, wipes, cream or stick type (no sprays) 2) labeled with your child's name and 3) stored in the nurse's office.

We do everything in our power to lower the risk of tick bites during camp. Counselors regularly conduct visual tick checks especially after hikes and canoe trips. If a tick has bitten the camper, they will be taken to the nurse and the tick will be removed. The area where the tick was found will be circled and the parents will be notified.

Can my child bring in personal sports equipment ?

Yes. Outdoor sports equipment, such as fishing rods, bats, hockey/lacrosse sticks, or archery equipment may be brought to camp, and will be stored in the locked cabin of the corresponding specialist when not in use. *Archery equipment must include signed permission slip available at the office.* Baseball gloves may be kept

in the camper's cubby.

Personal Flotation Devices (PFD) for boating and canoeing must be U.S. Coast Guard approved. *Camp Evergreen reserves the right to reject any PFD that does not meet our standards. Parents will be contacted immediately if it is determined that the PFD does not fit properly or is not in serviceable condition.*

Medication :

Our Camp Nurse cannot dispense any medicine sent from home, prescription or non-prescription, to a child without the following :

- A signed and completed **Medical Form** on file in the nurse's office.
- A completed **Authorization to Administer Medication to a Camp Form**. This form, signed by the parent, gives permission to Camp Evergreens nurse to administer the medication.

The name of the medicine, dosage, dates and time of day that medicine is to be given should be clearly indicated. *All medications (prescription and over-the-counter) must be in their original containers.* Prescription medications must have the pharmacy label. If your child must take medications daily, have your pharmacist make up two containers so that we can keep the medicine with the container in the nurse's office for as long as needed.

Please send a separate note to your child's counselor, indicating the time your child should report to the nurse's office for medicine.

What if my child is injured at camp ?

All injuries will be reported and treated by the nurse, according to the Camp Evergreen general procedures for specific injuries. In the event of an injury, the camper's parent(s) will be contacted by the nurse, secretary or director. Notification will be immediate in serious or emergency situations. If a non-life threatening injury occurs, the camper's parent(s) will pick up the child at camp and bring them to the hospital or their physician. If the parent(s) cannot be reached, the director will determine if camp needs to transport the camper to the hospital or call for emergency services.

It is the director's responsibility to report serious injury, in-patient hospitalization, and/or death of a camper or staff person to The Board of Health. It is the camp nurse's responsibility to call or send a note informing parents whenever first aid is administered to their children, including time frame and documentation.

Alternate Pick-Up :

All parents are requested to list an "alternate pick-up person" on the parent questionnaire. Parents **MUST** notify the office when the alternate is picking up their child. The alternate will then need to sign out the child in the office or extended day area.

Only a parent/legal guardian may designate an alternate. Camp Evergreen reserves the right to request I.D. from any person picking up a child. Under no circumstances will we accept the word of an alternate that they have been sent to pick up a camper.

Early Pick-Up/Late Drop Off :

Parents must sign in the camper in the office if they are dropped off late. Early pickups must be signed out in the office. Please notify the office at least two hours before you will be picking up your child.

Extended Day :

Extended day hours are 8 am to 9 am and 4 pm to 5:45 pm. Late charges begin at 5:50 pm; they are \$15.00 for the first 15 minutes, and \$5.00 for each additional 10 minutes, payable by check or cash at the time of pick up to the extended day counselor.

Parents who opt for extended day must complete the **Extended Day Form**. List your approximate pickup and drop off times, and an alternate pick-up person. Drop in extended day is available for an

