



## WELCOME TO SUMMER CAMP 2026

Below you will find a detailed list of logistical information that you need to prepare for your child's participation in The Connecticut Audubon Society's Summer Camp.

**PLEASE READ this document carefully and retain a copy for your reference.**

**\*Note that the RTPEC Summer Camp will take place at:  
100 Lyme Street, Old Lyme**

### **SUMMER CAMP GUIDELINES**

As a licensed summer camp program, we are mandated to follow the guidelines set forth by the Office of Early Childhood. Updates or changes to the camp procedure will be communicated to camp families before camp begins.

#### **Cleaning Procedures**

We, as a licensed summer camp program, are held to the highest standards of safety and cleanliness for all classrooms and public spaces. Our program spaces are sanitized and disinfected in accordance with the state Office of Early Childhood (OEC) and the Centers for Disease Control and Prevention (CDC).

#### **CAMP CLOTHING & GEAR (please LABEL all personal items)**

- Play clothes and sturdy shoes or sneakers that can get dirty outdoors
  - t-shirt and shorts/pants
  - close-toed shoes or sneakers
- Backpack (LABELED with camper's name) with a change of clothes
- Sun hat
- Rain boots or old sneakers for wet explorations
- Water bottle (FULL and LABELED with camper's name)
- Rain jacket and rain boots (for rainy day explorations - we go out in the rain!)

**\*If your child must change his or her clothing, they must be able to do so by themselves.**

#### **DO NOT BRING:**

- Flip-flops or open-toed shoes
- Personal items such as toys, games, electronics, or stuffed animals
- NO PULL-UPS OR DIAPERS — ALL CHILDREN MUST BE TOILET-TRAINED

#### **SUNSCREEN & INSECT REPELLENT**

- Please apply these before your child comes to camp. These must be applied outdoors due to allergy concerns.



- Sunscreen and insect repellent LABELED with camper's name.
- **Please have the Insect Repellent Sunscreen Application form filled out to submit on the first day of camp.**
- Camper must be able to re-apply on their own.

## TICKS

- Every night, please take a few moments to check your child for ticks. An excellent time is at bath time or just before bed – especially check behind the knees, underwear lines, underarms, and on the back of the neck (near the hairline).

## HEALTH AND INFORMATION FORMS

- A Health and Information form for your child must be submitted **BEFORE THE FIRST DAY OF CAMP.**
- A physical examination, or health status certification, including a complete immunization history, completed by a physician, advanced practice nurse, registered nurse, or physician's assistant is required, per State mandated Health regulations.
- All Health and Medical Information forms can be found on our website [ctaudubon.org/rtp-summer-camp](http://ctaudubon.org/rtp-summer-camp)
- Health forms can also be submitted from a school.

## MEDICATIONS

- The Connecticut Audubon Society Summer Camp staff are trained to administer Epi-pens.
- If your child needs other medication during camp, they must self-medicate.
  - The staff will remind your child to take the medicine.
- The Connecticut Audubon Society Summer Camp will accept prescription medication **only** when accompanied by properly completed “Authorization to Administer Medication” forms.
- **Prescription medications** must be in the **original container with the prescription label**.
- **Non-prescription medication** must be labeled with **the camper's name** and must be accompanied by a properly completed “Authorization to Administer Medication”: form.
- The “Authorization to Administer Medication” form by School, Child Care, or Youth Camp must be completed by both the prescribing physician and parent/guardian.
- **If your child is bringing medication to camp the individual plan of care for a child with special health care needs or disabilities form must be completed and signed by a parent and submitted 1 week prior to your child starting camp.**
- The child's name and dosage of the medication on the prescription box/label must match exactly the child's name and dosage of the medication listed on the Authorization form. For instance, if the Authorization form says “Benadryl”, we can only accept prescribed “Benadryl” not a generic substitute.
- **State regulations require one separate form for each medication that will be held at camp. (if you have an Epi-Pen and Benadryl, you must have two separate forms)**



- Prescription medication must be in a clear plastic bag labeled with the camper's name.

## CONTAGIOUS ILLNESS

If your child is diagnosed with a contagious illness, you MUST alert your child's teacher or the Summer Camp Director so that the appropriate steps may be taken to protect all the campers and staff. We will keep this information confidential but will alert parents that the risk exists.

**\*Sick children and staff members shall remain at home.**

## If COVID-19 is diagnosed in a child or staff member

We will follow the practices as directed by state and local health officials and the CDC.

## FOOD & BEVERAGES

### Allergies:

- Please notify us of any allergies: food, animal, or environmental.

### Lunch/Snack:

- Please pack your child's lunch in a moderately sized bag. They will be stored in our camp fridge.
- Please pack both a mid-morning and mid-afternoon snack for your **child separately from their lunch and does not require refrigeration**. We will not be providing any snacks for campers.
- **Please send a FULL refillable water bottle clearly labeled with your child's name.**

## DROP OFF AND PICK UP

- Drop off and pick-up location is outdoors. Please follow the signs and directions on the first day of camp. Staff will greet your child at the driveway and direct your child to their camp group.
- Please do not enter the building unless directed to do so.
- Camp starts at 9 a.m. Outdoor **arrival will open at 8:50 a.m.**
- Activities start promptly. If you know your child is going to be late, please notify the Camp Director by phone or email.
- Please do not drop off your child before camp starts. **No supervision is available before or after camp time except for those enrolled in After Care.**
- **Camp day ends at 4:00 p.m. Pick-up must happen promptly at 4:00 pm.**
- **If your child is registered for After Care, they must be picked up promptly at 5:00 pm.**
- Please sign your child in and out with the Camp Director or Camp Teacher every day.
- If you will be picking up before the dismissal time, please notify the Camp Director in advance.



- If someone other than the usual person is picking up your child or if your child is going home with a friend, you must notify the Camp Director in writing through the **Authorized Dismissal Form**.
- Your child will be allowed to leave with someone **ONLY** with written permission (email acceptable) and that person must show photo identification at the time of pickup. **No telephone requests.**

### **PICK UP PROCEDURE**

- Pick-up will take place at the end of your child's camp day at the driveway where you dropped off.
- Give your name to the teacher and they will call your child.

### **CAMPER BEHAVIOR POLICY**

- The Connecticut Audubon Society Summer Camp provides a group setting for children. It is assumed that campers will benefit from and be able to successfully function in the appropriate group setting. We reserve the right to terminate the enrollment of a child if it is determined by the Camp Director, the teachers, and the family that an individual child will not benefit from our setting or requires closer supervision than is possible in a group setting, or is potentially harmful to themselves or to other children and staff.

### **WEATHER POLICY**

- Camp is held rain or shine. Outside activities may be replaced with an equivalent indoor activity as needed.
- Please have your child wear appropriate rain gear when needed.

### **BATHROOM POLICY**

- Children must be toilet-trained and able to handle all their bathroom needs. **NO DIAPERS OR PULL-UPS.**
- We offer organized bathroom breaks as well as breaks when needed/requested by each child.
- Bathrooms will be cleaned daily.

### **CHANGE AND REFUND POLICY**

- **Registration changes** must be received by e-mail at least 2 weeks before the camp session.
- **Cancellations:** All cancellation requests must be received by e-mail. If we receive your cancellation request **before June 1, 2026**, you will receive a refund minus a 20% fee per session canceled. Membership fees will not be refunded.
- **After June 1, 2026, there are no summer camp program refunds.** If we cancel, you will receive a full summer camp program refund.



## WHAT TO EXPECT DURING CAMP

It is our goal to be outside for most of the time, however, in cases of inclement weather and high heat temperatures campers will remain in their assigned classrooms.

Activities consist of outdoor exploration, structured game time, stories, art, and hands-on science experiments. Depending on camper interests or weather the daily structure may change:

### **Example Camp Daily Schedule:**

**9:00-9:30 am** – Arrival Activities and Morning Meeting (Arrival activities may include a choice of art, reading, sensory activity, game, or puzzle)

**9:30-9:45 am** Morning Meeting

**9:45-10:30 am** – Free Choice time (Campers will have a choice of activities which may include hike/walk, art, quiet reading, puzzle, or working on their weekly project)

**10:30-10:45 am** Morning Snack break

**10:45 – 11:45 am** – Activity Rotation 1 (Activity rotations change with the weekly theme but may include hikes, hands-on experiments, art activities, and work on weekly projects)

**11:45 am-12:30 pm** – Lunch and Free Play

**12:30 – 1:30 pm** – Activity Rotation 2

**1:30 – 2:15 pm** – Free Choice time (Campers will have a choice of activities which may include hike/walk, art, quiet reading, puzzle, or working on their weekly project)

**2:15-2:30 pm** – Afternoon Snack Break

**2:30-3:30 pm** – Activity Rotation 3

**3:30 – 4 pm** – Dismissal Activities (Campers will have a choice of activities which may include art, reading, sensory activity, game, or puzzle, or working on their weekly project)

### **FOR INFORMATION, PLEASE CONTACT:**

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