



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.

SUMMER CAMP GUIDELINES

As a licensed summer camp program, we are mandated to follow the guidelines set forth by the Office of Early Childhood.

CLEANING PROCEDURES

We are a licensed summer camp program, held to the highest standards of safety and cleanliness for all classroom and public spaces. Our program spaces are sanitized and disinfected daily in accordance with the state Office of Early Childhood (OEC), the Centers for Disease Control and Prevention (CDC), the National Association for the Education of Young Children (NAEYC), and the American Association of Pediatrics (AAP) guidelines.

CAMP CLOTHING & GEAR

- Play clothes and sturdy shoes or sneakers that can get dirty outdoors
 - t-shirt and shorts
 - close-toed shoes, sneakers
 - Boots or water shoes for wetland exploration
- Back Pack (LABELED with camper's name) with a change of clothes
- Sun hat
- Water bottle (FULL and LABELED with camper's name)
- Rain jacket and rain boots (for rainy day explorations - *we do go out in the rain*)

DO NOT BRING:

- Flip-flops, open-toed shoes, sandals, crocs or party shoes
- Dresses, skirts or “party clothes”
- Personal items such as toys, games, or stuffed animals
- NO PULL-UPS OR DIAPERS — ALL CHILDREN MUST BE TOILET TRAINED

SUNSCREEN & INSECT REPELLANT

- Please apply these *before* your child enters the building: do this at home or in the parking lot.
- These items must be applied outdoors due to allergy concerns.
- Please label all containers of sunscreen and/or insect repellent with your child's name. Campers may keep these items in their bag and reapply sunscreen or bug spray during the day by themselves or with help from a staff member if written approval was given by a guardian either by the sunscreen form or through Active.

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 neckline (near hairline).

HEALTH AND INFORMATION FORMS

These are required preferably 1 week prior to but no later than the first day of the camp session your child is attending.

- All required Forms can be found on our website: ctaudubon.org
 - A. Health Record and Information Form—required for every camper.
 - B. Authorization to Administer Medication Form—only if bringing medications to camp. These forms must be delivered 1 week prior to camp.
 - C. Individual Plan of Care Form for a Child with Special Health Care Need or Disabilities—only needed if bringing medications to camp.
- **Health Record and Information Form**
 - o A physical examination, or health status certification, including a complete immunization history, completed by a physician, advanced practice nurse, registered nurse or a physician's assistant is required, per State mandated Health regulations.
 - o Health forms can be submitted from a preschool or school.
 - o Required for every camper and must be submitted, preferably 1 week prior to but no later than the first day of the camp's session your child is attending.
- **Authorization to Administer Medication Form**
 - o The Connecticut Audubon Society Summer Camp staff are trained to administer Epi-pens.
 - o At Camp we administer only medicines that are needed in life-saving situations. These include Epi pens, Benadryl, and inhalers.
 - o State regulations require one separate form for each medication that will be held at camp.
 - o **Authorization to Administer Medication Form and the Individual Plan of Care Form must be delivered 1 week prior to the start of camp.**
 - o All medications coming to camp must be accompanied by the *Authorization to Administer Medication Form* and the *Individual Plan of Care Form* and given to First Aider on the first day of camp.
 - o The Authorization to Administer Medication Form must be:
 - o Completed by **both** prescribing physician and parent/guardian.
 - o One form must be completed for **each medication** that is coming to camp. This applies to both prescription and non-prescription medications.
 - o *For example, if you have an Epi-Pen and Benadryl, you must have one form for each medication.*
 - o **All medication must be in one clear plastic bag labeled with the camper's name and a recent photo of your child.**

- o **Prescription medications** must be in the original container with the prescription label showing:
 - The child's name
 - Prescription RX number
 - Date of prescription
 - Name of the medication
 - Directions for proper administration

All Epi-Pens and inhalers must be accompanied by a prescription box/label.
- o 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**.
- o For instance, if the child's name on the Authorization to Administer Medication Form is listed as "Sammy F. Jones", we can only accept the prescribed medication if the prescription label lists your child's name as "Sammy F. Jones".

If the name and dosage on the Authorization Form and prescription label do not match exactly, we cannot accept the medication.

- o **Non-prescription medication** must come in its original container, the container must be labeled with camper's name and must be accompanied by a properly completed Authorization to Administer Medication Form.
- o Child's name on the container of medication must match the child's name listed on the Authorization Form.
- o The name of the medication on the container must match the medication listed on the Authorization Form. If the Authorization form says "Benadryl", we can only accept the prescribed "Benadryl" not a generic substitution.

All medication must be in a clear plastic bag labeled with camper's name and a recent photo of your child.

- **Individual Plan of Care Form for a Child with Special Health Care Needs or Disabilities**
 If your child is bringing medications to camp, this form must be completed and signed by a parent and submitted preferably 2 weeks prior to but no later than the first day of the camp session your child is attending.

CONTAGIOUS ILLNESS

If your child is diagnosed with a contagious illness, please 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 PROCEDURES

Sick children and staff members shall remain at home.

All illnesses shall be reported to Fairfield nature Center by calling 203-239-6305 x117 or email the Director at tkevalis@ctaudubon.org.

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

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

FOOD & BEVERAGES:

Allergies:

- Please notify us of any allergies: food, animals, environmental. We are a nut/peanut aware facility.
- We will make arrangements for children with food allergies during snack time and lunch.

Water

- All campers - please send a FULL, refillable water bottle clearly labeled with your child's name.
- We will refill water bottles as needed during the day.

Snacks

- Please pack two nut/peanut-free snacks with your child daily. One snack for the morning and one for the afternoon.

Lunches

- Lunches will stay in your child's backpack.
- When possible, pack a nut/peanut free non-perishable lunch.
- Please make sure your child's lunch bag contains an ice pack.
- Pack the utensils needed to eat their lunch/snack. We will not be able to provide utensils.
- We are a NUT AWARE environment. We do not provide any foods that contain nut products and strongly encourage families to refrain from sending foods with nut products to camp. Your help in following this will ensure we are working together to provide a safe environment for everyone. We will not be providing additional snacks this summer.

DROP OFF -

Sign-in-Camp Director, Director of First Aid, and other staff will be set up on the back lawn.

- You may drop off all the medications and paperwork for camp here on Monday morning.
- Camp starts at 9 a.m., sign in will start at 8:50 a.m.
- **Please do not drop off your child early. No supervision is available before 8:50 a.m.**
- **Camp Hours start at 9 a.m. and end at 3:30 p.m.**
- **4- to 5-year-olds (campers who have not completed kindergarten) drop off will be in front of the building at the far end by the small pond.**
- **Completed Kindergarten to 7th grade drop off will be on the back lawn behind the building.** Please sign in your child daily with a staff member at the camper's appropriate door. All doors are labeled, **please look for your child's age group.** If you are unsure, please ask a staff member, they will guide you to the correct group.
- All campers will meet in their assigned meeting space for check in/check out. Meeting spaces will serve as a "base camp" for the beginning and ending of the day as well an area for activities requiring indoor space.

LATE ARRIVAL

- Activities start promptly. If you know your child is going to be late, please notify your child's counselor the day before or please contact us by email: tkevalis@ctaudubon.org or call 203-259-6305 x117.

PICK UP—

- **4- to 5-year-olds (campers who have not completed kindergarten) drop off and pick up will be in front of the building at the far end by the small pond.**
- **Completed Kindergarten to 7th grade pick up will be on the back lawn; please look for your child's age group.**
- Give your child's name to the counselor at the door and they will call your child to you.
- Only summer camp staff and campers will be permitted to enter the building or area where campers are waiting.
- If someone other than the usual person is picking up your child. Your child will only be allowed to leave with someone else (other than the usual person) with your written permission. They should be prepared to show photo identification at pick-up. You may write a note and give to the counselor or director, you may also write it on the sign in sheet). **No telephone requests—all requests must be made in writing.**
- If you must pick up prior to the dismissal time, please notify your child's counselor in advance.
- **No supervision is available after camp.**

CAMPER PLACEMENT POLICY

- If requested, we make every effort to place similar aged siblings & friends together, but we cannot guarantee placement. **Please notify the Summer Camp Director in writing before June 1st of any placement requests.**
- We cannot process any requests made on the first day of camp, spots are limited and we cannot move campers into other groups the morning of camp.

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 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 himself/herself, 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.

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.

CHANGE AND REFUND POLICY

- **Registration changes** must be received by e-mail at least 2 weeks prior to 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.
- All changes and cancellation requests for camps at the Fairfield Nature Center should be emailed to Tricia Kevalis at tkevalis@ctaudubon.org.
- **After June 1, 2026, there are no summer camp program refunds.** If we cancel, you will receive a full summer camp program refund.
- Please note: Refunds are not given for sick days.

WHAT TO EXPECT DURING CAMP

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

Activities consist of outdoor exploration, structured game time, stories, crafts, hands on science experiments, or live animal encounters.

Depending on camper interests/weather/ topics the daily structure may change:

Full Day 9:00-3:30

9:00 am Kids arrive to their indoor classroom space
9:00 -9:15- settle in, free play inside
9:15-10:30 -1st activity
10:30- Snack/ Bathroom
10:45-12pm -2nd Activity
12:00- Lunch
12:30 to 1:30- Free play activities
1:30 3:00- Third activity
3:00- Campers start preparing for departure
3:30- Departure- Campers will be picked up from their assigned classrooms.

FOR INFORMATION, PLEASE CONTACT:

Jane Guenther, jguenther@ctaudubon.org, 203-259-6305 x 109
Summer Camp Director, tkevalis@ctaudubon.org, 203-259-6305 x 117
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