

# VOYAGERS

## PARENT HANDBOOK







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# Checklist for Parents

*All forms are available in your Camp Spofford account in the Document Center*

- ☒ **Medical Paperwork** - (list is on next page) We are required by NH State law to collect certain documents, all of which may or may not be required based on your child's needs. We are unable to accept campers without a signed doctor's physical and immunizations records or religious exemption form. This paperwork must be uploaded by June 1st.
- ☒ **Camper Forms** - These are included in the registration process, but if they are not completed for some reason, please go to the Document Center to do so. These forms must be completed by June 1st.
  - Voyagers Form
  - Youth Camp Medical Form (different from the medical paperwork)
  - Waivers - YC
- ☒ **Full Payment** - Your remaining balance is due on June 1st. This can be paid online, over the phone, or by check through the mail.



# Medical Paperwork

*Please upload these forms in your Camp Spofford account in the Document Center*



## **Doctor's Physical Form (Required for all campers)**

May be signed by any licensed physician, physician assistant, or a nurse practitioner. You are not required to use our form, this is just for your convenience.



## **Immunization Records (Required for all campers)**

This will often be included in the physical. However, if not, it must be provided. If your child is not immunized for religious reasons, please complete the **Religious Exemption Form**.



## **Medication Administration Form**

If your child will be bringing any medications, please complete this form.



## **Inhaler/Epi-Pen Form**

If your child will be bringing an Epi-Pen or an Inhaler, please complete this form.

*Important Note: The best way to get your forms back to us and to help us run a quick and easy check-in day is to upload all required forms to your online account. You may access your account by following this link, where you should see an option to do this. Please call us if you have trouble accessing this, we would be happy to help.*



# Check-In & Pick-Up Procedures

## CHECK-IN

Everyday check-in begins at 7:45am and goes until 8:15am in the gym lobby (use the Route 9A entrance to camp, across from the lake). After 8:15, you can drop your child off in the office. A parent or guardian needs to be with the camper at the time of registration on Monday so we can go over medical forms, emergency contact information, and sign-in/sign-out procedures.

## PICK-UP

Pick-Up is at 4:00pm each day at the gym, with extended care ending at 4:30 for those registered for it (extra \$50). If early pick-up is needed, we need written notice sent to [info@campspofford.org](mailto:info@campspofford.org). Please also let one of the Voyagers staff know when you drop your child off if you know ahead of time. Children will need to be picked up by a parent, guardian, or by someone on your emergency contact list. We will verify this Monday morning.



# Life at Camp

## PACKING LIST

- Sneakers
- Flip flops
- Beach towel
- Sunscreen (Please apply before leaving your home. We will reapply as needed.)
- Water bottle
- Swimsuit
- Swimming goggles (if you own them)
- Small bag or backpack to hold belongings

Please label all personal items! It makes sorting belongings and finding lost items much easier for our staff.

## LOST & FOUND

Camp will not accept responsibility for lost or stolen items. Any items that are collected will be available at pick-up for you to check. Items may also be picked up when a parent calls or emails the office to identify the missing item. Please understand that many items are left at camp each summer, and we can't hold the items indefinitely. Unclaimed items will be donated by the middle of September.

## THE BEACH

Each day, the Voyagers will get to enjoy the beach...our favorite thing to do around here! On Tuesday and Wednesday, we will begin our days at the beach, so please drop your campers off already wearing their swimsuits. They are welcome to wear them to Camp the other days as well, but the beach won't come until later on. We have changing times each day to get in and out of bathing suits.

## FRIDAY MORNING

We wanted to let you know ahead of time that you are welcome to join us Friday morning in the Chapel at **9:00am** to watch your child(ren) sing some songs they learned during the week! It's a truly joyful moment to get to watch all of the kids lift up their voices to praise God together! You won't want to miss it.



## DAILY SCHEDULE EXAMPLE

*(Actual schedule may vary slightly)*

<b>7:45-8am</b>	Drop-Off	<b>11:20am</b>	Lunch
<b>8:15am</b>	Games on the Field	<b>12:10pm</b>	Craft & Creek
<b>9:00am</b>	Bible Lesson & Snack	<b>1:00pm</b>	Beach
<b>9:30am</b>	Playground	<b>2:30pm</b>	Change
<b>10:00am</b>	Activity or Swim Lessons (Tues/Wed)	<b>3:00pm</b>	Games in Gym
<b>10:45am</b>	Song Time	<b>4:00pm</b>	Pick-Up

## CAMPER BANK

Your camper will be able to spend money at our beach snack shop in the afternoon if you so desire. Our Camper Bank system is run through FunFangle, where you are able to upload money to your child's account, and then they scan their bracelet to pay. You have the option to add money to your child's account when you register them online, but you can also add it later. You will be able to add it yourself online up until your child's week of camp starts. If you need to add more during their stay here, you will need to contact the office. Everything at the snack shop costs \$1-2, so we recommend around \$10-15 for the week.

It will save you a ton of time at check-in if you add the money ahead of time. Here are the steps to do so:

1. Log in to your [Camp Portal](#)
2. Click **My Reservations**
3. Click on your camper's session (e.g. Voyagers Week 1)
4. Scroll down to the **Store Deposit** line, and click **Edit** on the right hand side of your screen
5. Enter the amount you want to add to their account, and click **Add Store Deposit**
6. Click **Proceed to Payment** and finish the process

# Health & Safety

## CAMPER GUIDELINES

- Show love and respect to your fellow campers and counselors
- Stay with the group at all times
- Do not bring electronics to Camp
- Do not use inappropriate language
- Keep your hands and feet to yourselves

## MEDICAL CARE OVERVIEW

- We have two licensed health care staff on site every week. There is at least one staff member on duty at all times.
- Non-emergency injuries/illness will be treated according to Camp Spofford's standing orders from the Medical Supervisor and documented appropriately.
- Parent/Legal Guardians will be contacted and an action plan discussed if a camper becomes seriously ill, or has health concerns during their day at camp.
- Transportation is not provided for non-emergent health concerns.
- In the event of a serious illness, injury, or incident, a parent/legal guardian will be contacted immediately by the Camp Administrator or nurse. A parent/legal guardian signature on the Medical form allows us to initiate prompt treatment for emergencies.
- Severe allergic reactions with symptoms of anaphylaxis will be treated according to the orders received from Camp Spofford's Medical Supervisor. Unless an EpiPen is provided to Camp prescribed to the camper, in this case the EpiPen will be the first line of treatment.
- The Cheshire Medical Center ER is 20 minutes away and EMS services typically respond within minutes to an emergency.
- Camp Spofford reserves the right not to admit a camper who poses a communicable illness threat.
- Campers with chronic health concerns should be capable self-managers.



## MEDICATIONS

- Medications including over the counter medications, vitamins and supplements must be brought in the original containers (no loose pills or daily dispensers).
- Medications including over the counter meds, vitamins, and supplements must be accompanied by the **Medication Administration Authorization** form.
- Place medications in a ziplock bag clearly labeled with full name and date of birth written in permanent marker on the outside.
- Medications will be kept in lockers in the Nurse's Station and administered by our staff.
- "As needed" medication such as an inhaler, EpiPen or Benadryl will be held with the counselor to stay with the camper.
- All morning medication is to be given by the parent or guardian at home, prior to the camper coming to Camp.

## HEAD LICE

- If a voyager is found to have head lice, the nurse will contact the parent and/or guardian. The nurse will direct the parent/ guardian to the CDC website for recommendations for treatment. The camper can return to Camp the following day after treatment.
- If your camper is found to have lice during the week, we strongly suggest all bedding and clothing be washed and dried with hot water and high heat.
- <https://www.cdc.gov/parasites/lice/head/parents.html>

## WATERFRONT GUIDELINES

- Swimming is only permitted on the Beach within the area designated by the floating buoys. This area is monitored by lifeguards during scheduled hours.
- All individuals must wear a life vest while participating in any boating activity.
- Respect the lifeguards - when the whistle blows, stop and listen.
- Our lifeguard team will teach safety in the water, acclimation, and eventually stroke development if the camper is comfortable in the water.

## ABUSE PREVENTION

At Camp Spofford, our goal is to ensure that every camper experiences a safe and secure environment while they are here. We have several policies in place designed to protect your child and every person at Camp. Below you will find the key elements of these policies.

- Every staff member and volunteer is required to complete a background check.
- Every staff member and volunteer is required to complete a sexual abuse prevention and awareness training program which covers topics such as:
  - Types of abuse and how to spot it
  - Guidelines for appropriate touch and behaviors with children
  - Mandatory reporting requirements
- Campers are never left unsupervised.
- Staff members and campers must always be in groups of three or more when not in public view.
- Every person on Camp property is required to wear a wristband. These help us to ensure the safety of everyone by easily identifying all permissible Camp occupants and guests.



*Thank you for taking the time to read this handbook. We are excited to welcome your child to Camp! We hope we have answered any questions you might have had, but please feel free to contact us if needed.*

