



Lutz Nature Camp Policies and Procedures

Behavior

Every camper is expected to demonstrate respect for themselves, each other, and for camp staff. All campers (and their parent/guardian) will be required to sign a behavior agreement which outlines these expectations.

The Lutz Nature Camp employs a 3-Strike Policy. Please note that when three strikes have been given that the camper will not be allowed back to camp for the remainder of the week. If a camper is not permitted back to camp due to obtaining three strikes no refund will be available. If the camper is signed up for other camp weeks they may return on the next Monday that they are scheduled for.

If a camper is scheduled for multiple weeks and accrue 6 strikes total during their time at camp they will not be permitted back to camp for the remainder of the summer and no refunds will be available.

The 3-Strike Policy is as follows:

1. First Offense/Strike 1: Parent/Guardian notified
2. Second Offense/Strike 2: Meeting with parent/guardian to discuss behavior
3. Third Offense/Strike 3: Parent/guardian notified and camper dismissed from camp for the remainder of the week.

For each strike a form will be filled out to document the incident and will be signed by camp staff, camper, and parent/guardian. The Lutz Nature Camp reserves the right to dismiss anyone from camp immediately and without warning for serious offenses including: physical fighting, harassment, vandalism, theft, weapons or illegal substances. No refunds will be available to campers who have been removed from camp.

Personal Property

Please do not bring electronics such as cell phones, hand held games, tablets, or smart watches to camp. The Lutz Nature Camp will not accept responsibility for any personal property that is lost, stolen, or broken.

Lunch and Snack

Campers should each bring a bagged lunch and a healthy snack with them each day (including field trip Friday). Lunches will be refrigerated according to the Department of Public Health regulation. Access to a microwave is no available. Campers will have at least 30 minutes to each lunch each day.

Please do not send drinks in glass bottles. We ask that each camper brings a refillable and reusable water bottle to camp each day. We will be very active and staying hydrated is critical.

What to Wear

Campers should dress comfortably in clothes appropriate for the outdoors and the weather each day. Keep in mind that we will be very active and clothes may get dirty/wet. A swim suit, towel, and water shoes will be needed each Wednesday for our visit to Globe Hollow Pool.

It is recommended that campers have two pairs of shoes at camp each day. One pair should be a closed shoe usable for hiking and one pair of open toe shoe to wear while spending time in the nature center.

Inclement Weather

The Lutz Nature Camp may open late, close early, or remain closed a full day in the event of severe weather. Decisions will be made based on the safety of our campers and staff. Parents or guardians are encouraged to contact staff with any questions about weather related schedule changes. There will be no refunds for weather related cancellations.

Registration and Payment

Registration can be made for one week or multiple weeks. Space is limited and available on a first come first serve basis. We do not offer discounts for multiple children or weeks. Your space is secured when we receive payment. A very limited number of scholarships may be available to Manchester residents. Contact your school principal for details.

Refunds are available when a written request to withdraw is received one month or more before the first day of camp.

Camper Drop-Off and Pick-Up

Campers should be dropped off at the Oak Grove Nature Center no earlier than 8:30am and no later than 9:00am. The camp program begins promptly at 9:00am. Pick up is at 3:00pm on Monday through Thursday. Pick up is at 5:00pm on Fridays. Photo identification is required to verify the person authorized to pick up. A penalty of \$1 per minute may apply to late pickups. State or local authorities will be notified after one hour if we have not heard from a parent or guardian.

Camper Medication

Parents and guardians should hand any necessary medication to a staff member. Medication must be in its original container with the physician's original label along with the child's name and medication expiration date. All medications (except for those classified as emergency medications such as certain inhalers and epi-pens) will be kept in a locked box until the time the camper must take the medicine. The locked box will be kept in accordance with state regulation.

In order to leave your child's medication with us you must have completed the Authorization for the Administration of Medication from you received at the time of registration. State law requires that in

order for any child to take medication while attending camp this form must be signed and completed by the physician and parent/guardian. All campers must be able to self-administer any medication that needs to be taken during the camp day.

Children and self-administer medication only if their physician has noted this on the Authorization for the Administration of Medication Form. This includes epi-pen, insulin, and inhalers. However, camp staff is trained to administer certain medication in an emergency. Parents should make sure they pick up their child's medication at the end of each day. Any medications left behind will be destroyed one week past the camper's last day.

Neglect and Abuse Policy

The Lutz Nature Camp and its staff are mandated reporters. We are required by law to report any suspicion of abuse or neglect to the Department of Children and Families (DCF).

Contact Information

Museum Camp Director: Patricia Buxton

Camp Alternate Director: Francesca DePalma

Museum Main Line: 860-643-0949

Camp Cell Phone: 203-608-4611 (to reach Francesca)

With any questions reach out to Francesca DePalma (FDePalma@LutzMuseum.org) or Patricia Buxton (PBuxton@LutzMuseum.org)

Please sign to confirm that you have read through and agree to the Lutz Nature Camp Policies and Procedures:

Printed Name of Camper(s): _____

Printed Name of Parent/Guardian: _____

Signature Parent/Guardian: _____ Date: _____

Lutz Nature Camp 3-Strike Policy

When three strikes are reached, campers will not be permitted back to camp for the remainder of the week and no refunds will be available. If they are scheduled for other camp weeks they may return the next Monday they are enrolled.

If campers are scheduled for multiple weeks and accrue 6 strikes total during their time at camp they will not be permitted back to camp for the remainder of the summer and no refunds will be available.

Please sign to confirm that you have read through and agree to the Lutz Nature Camp 3 Strike Policy:

Printed Name of Camper(s): _____

Printed Name of Parent/Guardian: _____

Signature Parent/Guardian: _____ Date: _____