



2008 VINS Nature Day Camps VINS Manchester, Manchester, Vermont Confirmation and Information

Dear VINS Camper Parent/Guardian,

Thank you for registering your child in VINS Nature Day Camp program. We've received your camp fee and are looking forward to sharing the wonders of the natural world with your child this summer!

These informational materials are designed to answer many of your questions about camp. For safety purposes, we also ask that you provide us with some important information about your child. Please read the entire packet carefully and **return the completed Health and Emergency Care form to Rick LaDue, Manchester Manager at VINS, P.O. Box 46, Manchester Village, VT 05254 two weeks prior the start of camp.**

Camp Location

The 2008 VINS Nature Day Camps in Manchester are located at different locales around the village of Manchester. See details for drop-off and pick-up procedures below.

Camp Days and Hours

Regular camp days and hours for *Fledglings*, *Falcons*, and *Hawks* are **Monday through Friday, 9:00am to 4:00pm**
Regular camp days and hours for *Peeps* are **Monday through Friday, 9:00am-1:00pm.**

Drop-Off and Pick-Up

Camp **Drop-Off** and **Pick-Up** on the first day of camp will be at the VINS Manchester office. You will be notified in advance of any changes to this arrangement.

VINS Manchester
67 Union Street (off Route 7A/Ethan Allen Highway across from the Equinox Hotel)
Manchester Village, VT 05254

*** Please note: We are no longer located in our former office; drop-off and pick up will be in the parking lot across the street from the Gleneagles Golf Course. We will transport kids to the Preserve in a van. Look for the VINS sign and staff members.

Morning drop-off is **between 8:45 and 9am**. Afternoon pick-up is **at 4pm**.

For camps located at Hildene (Ecosystem Explorers: Aug 4-8 and Earth Explorers: Aug 11-15 drop-off and pick-up will be at the Hildene Visitor center, same as last year.

On the Health and Emergency Care Form, please designate any/all adults who are authorized to pick up your child INCLUDING yourself, spouse, neighbor, relative, or friend. As part of the pick-up process, camp staff will check IDs and will not release your child to anyone who is not listed on the form.

What to Bring/Wear

Your child should come to camp each day dressed in casual, comfortable clothes, ready to hike and likely get wet and dirty. Campers should be dressed for the weather and be prepared to spend most of the day outdoors. S/he should bring the following every day:

- Water bottle filled with water (potable water is available for refills)
- Complete change of clothes
- Small towel (for drying off wet feet)
- Hiking shoes (sneakers or closed-toed sandals)
- Water shoes (aqua socks or old sneakers; *Crocs need to have a strap on the back to hold them on feet*)
- Shoes or boots for wet weather
- Insect repellent¹
- Sunscreen¹
- Baseball cap or sun hat
- Sweatshirt or lightweight pile jacket (in case if cool weather)
- Raincoat
- Day pack
- Non-perishable, healthy lunch (refrigeration is not available)
- Healthy snacks
- Empty plastic bag for bringing home wet clothes
- Any medications

Please label all of your child's belongings.

What NOT to Bring/Wear

- Video games, iPods, or any other electronic toys or devices
- Flip flops, open-toed sandals or Crocs without straps to cover the heel and hold them on!
- Nice clothing that should not get wet or soiled
- Food that spoils easily and "Lunchables" or other food items with excess packaging

Health and Emergency Care Form

It is imperative that we receive a completed **Health and Emergency Care Form** for each camper **two weeks prior the start of camp**. Please complete all information and sign then mail, e-mail or drop off today.

Medication

Camp staff must be notified of any medications that your child will be taking during the day (see **Health and Emergency Care Form**). Although Camp Staff is not permitted to administer medications, we will be glad to remind your child to take his or her medicine according to your instructions.

¹ Please let camp staff know if your child needs assistance in applying.

Illness and Minor Injury

Please do not send your child to camp if s/he is ill. If your child becomes ill during camp, you will be called to pick him/her up. If your child is injured or becomes upset during the day, a camp staff member will contact you in order to determine whether or not s/he should remain at the Nature Center for the rest of the day.

Emergencies

All camp staff are certified in Basic First Aid and CPR and are trained to respond to medical emergencies. In the event of a health emergency, you will be contacted immediately. If necessary, your child will be transported by ambulance to the nearest appropriate medical facility.

Camp Behavior Code

The VINS Camp Staff is committed to providing each and every child with a productive and enjoyable camp experience. Our goal is to create a fun and nurturing environment that accommodates individual needs and learning styles. In order to maintain the safety and quality of the program, we will employ appropriate disciplinary measures. Please review VINS' Camp Behavior Code with your child prior to the start of camp (see **Health and Emergency Care Form**). If you have any questions about our behavior policy, please contact Beth Roy, Camp Program Manager, at 802.359.5001 x232, or Rick LaDue, VINS-Manchester Program Manager at 362-4374.

Cancellation Policy

Cancellations are discouraged. If, however, you must cancel your child's registration, please be aware of our refund policy.

Refunds are subject to a \$20 non-refundable processing fee and will be given according to the following schedule:

- If requested at least one month before the first day of camp, you will receive a full refund (less a \$20 processing fee).
- If requested between one month and two weeks before the first day of camp, you will receive a 50% refund (less a \$20 processing fee).
- If requested less than two weeks before the first day of camp, we will be unable to issue a refund.
- VINS is unable to provide partial refunds if a child misses one or more days of camp due to illness or some other factor.
- VINS reserves the right to cancel camp programs due to low enrollment.

Questions and Communication

If you need to get in touch with the Camp Staff prior to or during the camp program, please call:

**Beth Roy, Camp Program Manager, 802.359.5001 x232 at the VINS Nature Center in Quechee, VT or
Rick LaDue, Manchester Manager, 802.362.4374 at VINS Manchester**

If you have any questions regarding registration, please call:

Linda Conrad, Camp Registrar at 802.359.5000

We encourage you to talk with your child about his/her camp experience, and don't hesitate to let us know if there is anything that we can do to improve the program. In addition to informal feedback, we will invite you to complete a camp evaluation form at the end of each camp week.

We look forward to an exciting summer of natural explorations with your child!

Best regards,

A handwritten signature in cursive script, appearing to read "Beth Roy".

Beth Roy
VINS Camp Program Manager

Enclosure

VINS Tax ID#: is 03-0231665