

# CAMP CLAIRE



# DAY CAMP HANDBOOK

## TABLE OF CONTENTS

A LITTLE HISTORY	3
KNOW OUR "WHY"	4
REGISTRATION	5
PANDEMIC PROTOCOLS IN PLACE FOR SUMMER 2023	6
DAY CAMP DROP OFF	9
DAY CAMP PICK UP	9
DIRECTIONS	10
SPECIAL PROGRAMMING	10
MEALS	10
SWIM CHECK	10
PHOTOGRAPHS	11
LOST AND FOUND	11
MEDICAL FORMS AND ISSUES	12
MEDICAL EMERGENCIES	12
WHAT TO BRING TO CAMP	13
PROGRAMS & CLASSES	14
DAILY SCHEDULE	14
MISCONDUCT	15
CAMPER NEEDS	16
SPECIAL NEEDS	16
COUNSELORS	17
PARTICIPATION AGREEMENT/ WAIVER OF LIABILITY	18
ABUSE & NEGLECT POLICY OF CAMP CLAIRE, INC., LYME, CT	19
COVID AND HANDBOOK SIGNATURE	20

# A LITTLE HISTORY

In 1916, members of the First Congregational Church of Meriden began fellowship retreats to a parcel of land in Lyme, CT owned by a local farmer. Years later, the parcel was purchased by a member of First Church and donated to be utilized as a youth camp. Then, in March of 1954, the church sold Camp Claire for one dollar to Camp Claire, Incorporated. Since those early years, campers and staff have come to Camp Claire from all over the world.

For over 100 years, Camp Claire has forged a countless number of friendships that have been maintained and nourished by people who have been a part of the Camp Claire family. We strive to sustain those friendships by keeping contact with Alumni and getting them involved in the years following their camp experience. Every year one or two weekends are dedicated to gathering Alumni for reminiscing and collecting thoughts on how to better preserve Camp Claire's experience for all.

Camp Claire is operated by a Board of Directors; a group of volunteers who have demonstrated a love for Camp Claire. Their main task, (among others) is to oversee finances, hire staff and maintain facilities. In the 1960's, Camp Claire became Camp Claire, Inc., a 501 C-3 not for profit summer camp. It continues to provide a quality camping program for children focusing on group cooperation and community building.



# KNOW OUR "WHY"

## PHILOSOPHY:

Take who we are and what we've got and make it better!

## MISSION STATEMENT:

Camp Claire - Where youth can develop curiosity, creativity, confidence, and self-esteem in a natural inclusive community environment; providing a lifetime of memories and skills that prepare children for an active place in a multicultural society.

## OBJECTIVE:

We believe in freedom, flexibility and individual integrity, and thus we do not regiment our community except where physical and psychological health and safety are concerned. Therefore, there are many choices available to the staff, as well as the campers. We are enriched by all that is natural, so we seek to provide a wholesome environment in an incredibly beautiful setting.

Camp Claire aims to:

1. Provide opportunities for campers to foster and develop personal creativity and self-esteem.
2. Help each camper appreciate the natural surroundings and learn about the environment.
3. Provide situations for campers to develop curiosity while discovering their own skills and abilities.
4. Allow each child to develop skills to participate actively in a multicultural society.



# REGISTRATION

Camp Claire accepts all registrations solely online! We accept registrations on a first come, first serve basis. A 50% deposit per session you are registering your child for is due at the time of registration. There is a non-refundable fee of \$100.00 per registration. The balance on your account will be charged to your card on file on June 19, 2024.

Receipt of the confirmation email indicates that your child has a place in the session(s) that you have requested. If there is a question about a session or if the session is filled, we will contact you to verify your child's placement.

If you have a contact information change, such as phone number or address, please make those changes using your registration account accordingly.

All cancellation requests or changes need to be e-mailed to the registrar at [registrar@campclaire.org](mailto:registrar@campclaire.org) and are subject to a \$135 cancellation fee. There will be no refunds for early departure once your child has arrived at Camp however, emergencies and illnesses will be examined on a case-by-case basis. Camp Claire reserves the right to make a decision in these particular instances.

It is important to understand the reasoning behind a policy of non-refund. Because of the limited space during certain sessions, a camper who is registered has been included in the total session number which is crucial to planning for food and programs. In some instances, a camper might have been turned away because a session was filled. Please note that we will NOT reserve space until a registration, deposit and medical forms are received.

# CAMP CLAIRE

## PANDEMIC PROTOCOLS IN PLACE FOR SUMMER 2024

SUBJECT TO CHANGE DUE TO ANY UPDATED INFORMATION AND GUIDANCE ON THE COVID-19 PANDEMIC

### BEFORE CAMP

All campers and staff will need to log their temperature and symptoms via CampDoc for seven days before coming to camp.

### DURING CAMP

#### Precautionary

Building windows remain open for circulation unless the weather prohibits. The windows will be reopened as soon as possible if they need to be closed.

Before entering a building, all campers and staff are encouraged to sanitize their hands.

After shared equipment is used, the activity director will sanitize the objects before the next group of campers use it. This includes surfaces of tables.

Camp Nurse will check the temperature of campers at drop off each day before they exit the car.

- If during the day a camper has a fever or is exhibiting signs of covid, the counselor will alert the Camp Nurse via walkie talkie and the camper experiencing symptoms will be given a rapid test.

## After Testing

If the camper is negative for covid and not presenting with a fever:

- Primary Caregivers of the camper will be notified that their camper is not feeling well, and Camp Nurse will monitor throughout the day

If a camper is negative for covid and presenting with a fever:

- The camper will be asked to return home and only allowed to return to camp with a doctor's note and fever free without medication for 24 hours.

If a camper is positive

- The camper's primary caregivers will be contacted and asked to pick up their camper as soon as possible. Camper will remain in isolation until the primary caregiver can pick up the camper. All campers in the cabin group will have their parents contacted to inform them of the exposure. However, the campers are not mandated to leave camp.

# - DAY CAMP DROP OFF

Each day when you arrive at camp, a staff member will greet your camper while your camper remains in the car. Your camper will have their temperature checked and a verbal check for symptoms of COVID-19. Once the camper is cleared they may exit the car and join camp activities

If your child is going to be absent please call and let us know. You can call the main camp number: 860-434-0368. The director is available to take calls as of 7:00 am. If you need to call before that time please leave a message.

## PICK-UP

When picking up your camper, please have the camper pick up card in your window so it is seeable (the pickup card will be given to you at drop off during the first day of camp). The front of the card will have your camper's name and cabin group. The back of the card will have information on all people allowed to pick up your camper. If someone is picking up your camper please make sure they have the pick up card and are listed on the back. Anyone picking up your child must know your camper's code word which will be verified at the first drop off.

### DIRECTIONS:

From I-95 Exit 70 Follow CT 156 West (approx. 4.5 mi)

Take the FIRST LEFT after the Lyme Volunteer Fire Department

Then take a LEFT onto Cove Rd.

Take a RIGHT at top of the hill and

Welcome To Camp Claire!



Our In-Season address is:

15 Oakland Ave.

Lyme, CT 06371

Phone: 860-434-0368

## SPECIAL PROGRAMMING

On Wednesday nights we invite the day campers to stay for evening activity and dinner. This is entirely optional and is something you should discuss with your child. Camp must know by Tuesday morning if your camper is going to stay for the extended day as dinner will need to be provided to them.

## LUNCH

We provide day campers with lunch. Each meal is planned ahead of time, but peanut butter and jelly is always available for picky eaters. Each afternoon campers are provided with a nutritious snack. Water is available continuously throughout the day. If you have a concern with your child's eating habits, please let the day camp director know.

## SWIM CHECK

Each camper is given a swim check upon arrival at Camp Claire. Our Pool Director will place campers in an appropriate level to accommodate their swimming ability. This helps ensure their safety at camp when participating in programs and classes that include water activities.

# PHOTOGRAPHS

Many photographs are taken during the week, including an all camp picture and individual cabin photos. A link will be provided to parents at the time of check-in where all photographs can be viewed at the end of each session.

# LOST AND FOUND

Please label all clothing, towels, and personal items with the child's name. Please, **NO initials!** Unclaimed clothing will be held until the end of the season. Items will be washed and donated to shelters or other groups in need. Please call as soon as an item is discovered missing and we will do our best to locate it. Camp Claire is not responsible for any clothing items lost, stolen, or damaged.

# MISCONDUCT

Any camper who engages in illegal drugs, alcohol, abusive language, inappropriate sexual behavior/misconduct, or aggressive/violent behavior will be asked to leave camp, and parents will be contacted immediately. For other issues related to behavior, parent contact will be made, and behavioral strategies will be implemented. If, after intervention, the behavior issue is not resolved, the camper may be sent home at the discretion of the Camp Director. **THERE ARE NO REFUNDS IN THESE CASES.**

Camp Claire also reserves the right to refuse registrations as a result of a previous season's misconduct. Parents are expected to set an example of respect. If any parent engages in verbal and/or physical abuse toward staff, the camper will be sent home. **NO REFUND WILL BE AVAILABLE.**

# MEDICAL FORMS AND ISSUES

By law, we cannot admit your child unless we have a current health form signed by a physician which includes a full immunization record with dates.

All prescriptions are mandated by law to be properly labeled in their original containers with only the number of pills needed for the length of the session. This applies to over-the-counter medications for your child as well.

All forms of medication, including over-the-counter drugs and supplements must be noted on the health form with authorization and a signature from a physician with dosages and administration times listed. If you have a question about a particular medication, please consult the camp nurse at [nurse@campclaire.org](mailto:nurse@campclaire.org)

Please remember to list all emergency contacts and all allergies.

## MEDICAL EMERGENCIES

In the event of a medical emergency we will follow the following protocols:

- If the emergency does not require transportation in an ambulance, the parent/ guardian will be contacted, and the parent will take the child to the hospital or their primary physician.
- If the emergency requires transportation in an ambulance, then one of the camp staff will accompany the child in the ambulance and the director will contact the parents/guardians. The parent or emergency contact person will be expected to meet the ambulance at the hospital as soon as possible.
- In all circumstances, the child's health insurance is used as the primary insurance.

# DAILY SCHEDULE

- ★ 9:45AM First Activity Period
- ★ 10:45AM Second Activity Period
- ★ 11:45AM Third Activity Period
- ★ 12:45 PM Wash up/ Waiters
- ★ 1:00 PM Lunch
- ★ 1:45PM Siesta
- ★ 2:45PM Snack & Free Time
- ★ 4:00 PM Day Campers get ready for pick up

# WHAT TO BRING TO CAMP

Each day the campers bring their things up to their assigned cabin. Each child chooses a bed where they can keep all their belongings. If you would like to send a sheet or blanket for their bunk, that is fine.

## WHAT TO BRING TO CAMP

\*Please label everything with your child's name

Backpack with:

- 10 disposable masks
- Swim Suit
- Towel
- Sunscreen

- Insect Repellent (no sprays)
- Change of Clothes
- Change of Shoes
- Raincoat/Poncho
- Sweater or Sweatshirt
- Book for Siesta
- Water bottle

## WHAT NOT TO BRING TO CAMP

- Radio/BoomBox/CD Player
- Valuables
- Food Knives
- Electronic Games/Computers
- Beepers/Cell phones
- Fan
- Pets
- Tobacco Products
- Alcoholic Beverages

# PROGRAMS & CLASSES

Daily classes are offered to campers as well as other creative classes which our staff may be trained in. Campers experience wonderful ingenuity, while learning a new craft.

Swimming lessons are also presented to campers to teach those who either have little or no swimming experience, or to those who want to refine the skills they already possess. Our Pool Director is supported by a team of lifeguards and Water Safety Instructors who oversee and help guide campers in their swimming abilities.

Theme-oriented programs are presented which often involve our staff of counselors leading campers in memorable activities. Programs such as: Penny Carnival, Camp Dance, Camp Claire Clue, Around the World, Froccer, Color Wars, Capture the Flag, Gold Rush are some classic and well-loved examples.

## Specialized Program and Activities Camper Qualifications:

- Archery- all ages/ skill levels
- Kayaking/Canoeing- all ages/ skill levels
- Sailing: age 10+, Level 4 swimmer
- Fishing- all ages/ skill levels
- Camp Craft- all ages/ skill levels
- Sports- all ages/ skill levels
- Arts and Crafts- all ages/ skill levels
- Low Ropes-all ages/ skill levels
- Swimming/Pool Games- all ages/ skill levels
- Excursions (i.e. canoe trips, walks)- all ages/ skill levels

### Parent Sign off required for:

- Walks near Camp Claire property
- Camp Claire based canoe trips on the Connecticut River
- Camp Claire Low Challenge Ropes Course activities
- Camp Claire Archery activities

## REST PERIOD

Each day after lunch, campers are given some personal time to sleep, read, write letters, draw, or converse quietly with their new friends. This time of day is especially important to small children who may exert high levels of energy during the day.

## COUNSELORS

We have worked very hard to hire a staff that reflects our mission and have the campers as their main focus. Our senior counselors are 18 and older. Many are in the field of education. Junior counselors are 16 or 17 years of age and are under the mentorship of the senior staff. Each cabin is staffed with a senior and junior counselor. We maintain a ratio of 1 counselor per 8 residential campers at all times.

# CAMPER NEEDS

## ★ Food Needs:

- Be sure to include any campers allergies or dietary restrictions in registration forms. We can accommodate all dietary needs, but we must know this in advance to ensure we plan accordingly.
- For picky eaters: If they do not like the food, or are refusing to eat, they have access to our salad bar and peanut butter and jelly sandwich. Everyone needs to eat at each meal and eating 3 meals a day is part of camp safety.

## ★ Health Needs:

- Campers will be expected to **practice daily hygiene** (shower time, washing hands, changing clothes and underwear, wearing deodorant and sunscreen). Staff will facilitate this and it is part of cabin codes of conduct.
  - Reminder: please send campers to camp with all personal care products they typically use at home.

## ★ Emotional Needs:

- If campers typically see a mental health professional outside of camp, we will accommodate ensuring this continues while at camp. Virtual sessions can be held and camp can provide technology for this. Please contact the Director if you would like to discuss camper mental health needs further.
- Camp Claire has an on-call social worker. If we feel that a camper may benefit from discussing something with the social worker, the Director will contact you to discuss the situation and to receive your consent.

# SPECIAL NEEDS

It is our mission to provide each camper with the environment that will nurture them and allow them to share in the riches of their gifts, and the gifts of others. This builds a wonderfully supportive community celebrating diversity. We have staff trained in many different areas to ensure a positive experience for all.

We encourage parent input to make sure that the programs and facilities meet the needs of your child. Camp Claire is a small camp in a beautiful location. Many of its buildings and locations were fixed years ago. We do our best, but also acknowledge that steep hills, stairs and roots do limit some campers.

If your child has a physical, mental, developmental, or dietary disability that requires special support, please contact the Director prior to registration. We will make every reasonable effort to meet your child's needs. We are more than happy to schedule a tour so you may determine if we will be a good fit for your child.

It is also important to let the Director know of any events in your child's life which may affect his/her stay away from home. Also, important, please notify us if your child has had a recent change in any medications. This information can only help us in providing a supportive staff. We have dealt with a number of family and life issues.

**Each is treated with respect and confidentiality**



At the time of your online registration you will be required to read and sign the following:

# PARTICIPATION AGREEMENT/ WAIVER OF LIABILITY

I hereby certify that I am the parent or legal guardian of the camp participant, a minor child under the age of 18. In consideration for my child being allowed to participate in Camp Claire's summer Program, I acknowledge and agree to the following:

1. This Program affords my child the opportunity to participate in activities, including, but not limited to: swimming, sailing, canoeing, kayaking, stand-up paddleboard, other waterfront activities, nature walks, local field trips, fishing, team play, indoor and outdoor sports, activities in the classroom, low ropes courses, and crafts. Safety is a priority in all Camp Claire activities. Nevertheless, there are inherent risks involved with these and similar activities, including, but not limited to, risk of bumps, scrapes, lacerations & sprains, insect bites, food allergies, more serious injury or even death. I choose to voluntarily allow my child to participate in this Program. I voluntarily assume full responsibility for any risk of loss, property damage or personal injury, including death, which may be sustained by my child as a result of his/her participation. I, the undersigned, on behalf of my child, for myself, my heirs, executors and administrators, waive, release, hold harmless, defend, indemnify and forever discharge Camp Claire, Incorporated and its directors, officers, employees, agents, representatives, successors and assigns of and from all rights and claims for damages, injury or loss to property or person (including injury to one's body, mind or emotions), or wrongful death, all manner of liability, claims, actions, causes of action, suits, judgments, executions, or claims for economic loss (collectively Losses) which may be sustained or occur during participation in Program activities or while at Camp, whether or not Losses are due to negligence.

2. I certify that my child is covered by adequate health insurance necessary to provide for and pay for any medical costs that may directly or indirectly result from my child's participation in this Program. I agree to pay for any insurance deductibles or other uncovered medical costs.

3. I understand that this Program involves physical activities and, except as otherwise communicated in writing to Camp Claire in advance of the Program, I know of no medical reason why my child should not participate.

4. I agree to indemnify and hold harmless Camp Claire for any loss, liability, damage or costs, including court costs and reasonable attorney's fees that may occur as a result of my or my child's negligent or intentional act or omission while participating in the Program. I HAVE CAREFULLY READ THIS PERMISSION AND RELEASE OF LIABILITY AND HAVE HAD SUFFICIENT TIME TO SEEK EXPLANATION OF THE PROVISIONS CONTAINED ABOVE. AFTER CAREFUL CONSIDERATION, I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT ANY INDUCEMENT.

# ABUSE & NEGLECT POLICY OF CAMP CLAIRE, INC., LYME, CT

You have entrusted your child's care to the staff of Camp Claire. We are committed to providing the best and most appropriate learning experiences possible for your child. Occasionally, there are factors in a child's appearance and behavior that lead to suspicions of child abuse or neglect. Connecticut law requires that all childcare professionals report suspected abuse or neglect to the authorities in order that children may be protected from harm and that the family be helped.

Our policy supports Connecticut laws in this regard and requires that all staff report suspected abuse and neglect to the Department of Children and Families' Child Abuse and Neglect Hotline. At all times, the intent is to protect children from harm and to provide services to strengthen families.

All parents are required to read and sign the Abuse and Neglect form during the registration process online.

Camp Claire prioritizes the safety and well-being of its campers and staff. Thank you for reading this document and for helping to ensure your camper is prepared to have an amazing camping experience!

Please reach out to [info@campclaire.org](mailto:info@campclaire.org) or call us at 860-434-0368 if you have any questions.

THIS FORM MUST BE SIGNED AND COMPLETED BEFORE ARRIVAL AT CAMP CLAIRE.

# COVID19, REFUND POLICY AND HANDBOOK ACKNOWLEDGEMENT

In consideration for my child being allowed to participate in Camp Claire's summer Program, I acknowledge and agree to the following:

1. The COVID19 pandemic is an ever changing situation that cannot always be controlled, despite the policies in place. I understand that sending my camper to camp during the COVID19 pandemic may result in exposure to the virus and/or catching the virus. I have read the COVID protocols outlined in the handbook and agree to the efforts being put in place to keep the campers and staff safe. I will do my part and limit my activities to low risk spread activities for five days prior to the beginning of camp. I also will keep track and log my camper's temperature on CampDoc for five days before camp.
2. In the case of my camper having tested positive for COVID-19 I will be asked to make arrangements to pick up my camper at my earliest convenience within a reasonable amount of time. If my camper is asked to go home for illness reasons, and not for misconduct, I agree to risk sharing the cost of camp. I will be given a 50% refund to be applied for the next camping season, a program at a later date (if space allows) or a direct refund.
3. My camper will follow the COVID-19 protocols at camp and before camp and help keep everyone safe.

---

PARENT / GUARDIAN SIGNATURE

---

DATE

## CAMPER ACKNOWLEDGEMENT

4. I agree to follow all camp rules and regulations and to positively contribute to the camp environment while having a safe, fun and memorable experience at Camp Claire.
5. I understand that camp is an inclusive environment, where not everyone may share the same beliefs that I do. I may encounter situations that I have never experienced before. I will handle all those situations with respect and openness.
6. I will have the best summer ever!!!!

---

CAMPER SIGNATURE

---

DATE