



PARENT HANDBOOK

WELCOME!

Roaring Brook Summer Camp membership is for boys and girls ages 9-14 who are interested in an outdoor camping experience. Roaring Brook Camp is a privately owned 550-acre wooded environment that includes a 15-acre lake, all for your camper's fun, adventure and discovery! In addition, we are an unplugged and fully off-the-grid camp facility (we create all of our own power). Our small camp size allows for greater personal attention and exploration of the beautiful natural setting in which Roaring Brook Camp is located.

We are very excited that your camper is joining us for a summer full of camping fun! He/She will meet new friends, develop new outdoor skills and create memories that will last a lifetime!

Please read our Parent Handbook because it contains answers to frequently asked questions about our registration process, paperwork that is required, what to pack and much more. If you have other questions or concerns that are not addressed in the handbook, do not hesitate to contact us at: 802/449-7187 or shelly@roaringbrookcamp.com. We look forward to building a partnership to ensure that your child has a positive camping experience.

Our job is to take care of your child during his/her time at camp and to nurture his/her individuality and strengths. We ask that you supply us with all the information we need to keep your child safe and healthy, and follow our guidelines and policies to ensure a fun and positive experience while at camp. Thank you!

We are looking forward to working with you and seeing your child at camp this summer!

Putnam L (Boo) and Shelly Blodgett (co-Directors)

boo@roaringbrookcamp.com shelly@roaringbrookcamp.com

CHOOSE YOUR ADVENTURE

EMERGENCIES:

In an emergency, please call (802) 449-7187. We try to answer all calls, but sometimes this isn't always possible. Please leave a detailed message (your name, camper name and your phone number). We will promptly call you back.

In the case of an extreme emergency and you cannot reach us, please call our local police department at 802-222-4727 ext 301, or the VT State Police at 802-222-4680. It is best to try the VT State Police first, as you will always reach a dispatcher. The local police are not always in the office.

If you have a non-emergency concern, please call between 8:00 a.m. and 4:00 p.m. Monday through Friday. If your call isn't answered, please leave a message with your name, your child's name, and a phone number where you can be reached. We will get back to you as soon as possible.

FULLY UN-PLUGGED AND OFF-THE-GRID

We enjoy a simple summer life at Roaring Brook Camp. We use composting outhouses and campers reside in screened in Adirondack cabins without electricity (rechargeable LED lanterns provide ample light). The background music is the soothing sound of the Roaring Brook that flows through our camp. We believe in leaving a small carbon footprint by using solar power to sustain our camp lifestyle with some modern conveniences. Our kitchen is fully powered by solar panels fueled by the sun.

We encourage campers to experience their most genuine awesome self through simple living by being fully unplugged, without electronic devices. This allows us to focus on ourselves and each other as individuals in order to create a supportive and happy community.

(Note: the Camp Directors and senior staff have cell phones and laptops for obvious reasons!)

HONORING DIVERSITY

Your camper will live closely with children and staff of different backgrounds, cultures, races, and religions. We teach acceptance of differences and expect staff and campers to interact at all times in ways that are respectful and inclusive. A sense of community builds over the course of the session as campers work, learn and play together, and cope with conflicts.

HEALTH & WELLNESS

At Roaring Brook Camp we take many steps to ensure that all campers have a safe, happy and healthy summer. All staff are first aid and CPR certified. We have staff who are certified as Wilderness First Aid responders and we partner with our local pediatric office for medical care if needed. If a higher level of care is required, a regional hospital is within 12 miles of camp and a major medical center is within 40 miles of camp.

We encourage campers to participate in their own health and wellness to the extent that they are able to, such as following medical advice, avoiding foods they are allergic to, and letting staff know if they have a health related problem or aren't feeling well. We also ask that all health related questions on the registration

CHOOSE YOUR ADVENTURE

form be filled out carefully and completely so we will be fully aware of any health issues concerning your child. Please let us know if there are any changes in your child's health before camp begins.

You will be notified if your camper becomes ill and requires a visit to our local pediatrician or hospital, sustains an injury requiring medical attention, or experiences severe homesickness.

Please note: there may be some health and/or medical issues we may not be able to accommodate.

POLICIES AND GUIDELINES

At Roaring Brook Camp, alcohol, tobacco, illegal drugs, weapons of any kind, violence of any kind and bullying have no place. Campers who use or have in their possession any alcohol, tobacco, illegal drugs or weapons of any kind will be asked to leave camp with no tuition refund. Campers participating in violence of any kind, bullying or leaving the camp property unaccompanied by a staff, will also be asked to leave camp with no tuition refund.

Roaring Brook Camp reserves the right to decide to send a camper home who isn't following program rules and/or is repeatedly disruptive to the program and other campers.

SWIMMING POLICY

All campers are required to take swim tests during their first few days at camp and learn about water safety in and around our lake. Swimmers are supervised by certified lifeguards. All campers and staff must follow Roaring Brook Camp's posted waterfront rules throughout the summer.

PHYSICAL EXAM FORM

A completed Physical Exam Form is due at the camp office by June 1st. Please get this form in as early as possible in order to bring to our attention any health issues that may affect your child or your child's attendance. You can access our physical exam form here ([link](#)). There may be some health and/or medical issues that we may not be able to accommodate.

If your child is a returning camper, a new physical exam form is required every year even if nothing has changed.

Campers who arrive at camp without this form on file will not be able to check in to our camp program.

Please be sure that the Physical Exam Form is filled out completely and is signed and dated by your child's doctor. Here are the most important items needed on the physical exam form:

- Immunization History** (or immunization waiver if applicable)
- Medication list** (including over-the-counter and prescription meds).
- Allergies** (food, medication, environmental, insect, bees, hayfever, other, etc)
- Asthma & Epipen Action Plan** (physical exam form must include doctor's recommended action plan for asthma and epipens)
- Date of the Physical Exam** (needs to be within a year of child's 1st day of camp)
- Signature of physician**

CHOOSE YOUR ADVENTURE

IMMUNIZATION WAIVER

To protect the health of all campers and staff, Roaring Brook Camp asks all campers to be fully immunized before they arrive at camp. Families choosing not to have their children immunized for religious or personal reasons must present a signed waiver of exemption. A waiver form is available on our website ([link](#)) or can be mailed at your request. These families need to be aware that if an illness appears in camp from which a camper is not vaccinated, the camper will be sent home immediately, with no tuition refund.

MEDICATIONS

It is Roaring Brook Camp's policy to collect all prescription and over the counter medications of any kind from campers on the first day of camp. Medications cannot be administered without the written direction of your child's doctor and the original labeled bottle of medicine, and parent or legal guardian's signed authorization to administer medications. Please supply the camp with enough medicine for the duration of your child's stay at camp. If your camper is ill (has a cold or fever or has been exposed to any infectious diseases) 3 days prior to arrival at camp, please contact the camp before arriving on opening day.

If you are sending medications to camp please note the following:

- ALL medications (over-the-counter and prescription) must be in the ORIGINAL container. Do not send medications in weekly pill dispensers or in plastic bags.
- Over the counter medications must be unopened.
- Label all medications including nasal sprays and inhalers (not just the boxes) with the camper's name;
- Send enough medication for the entire camp stay. Arrange to send refills if necessary in advance of running out of medication.
- Check expiration dates on medications especially inhalers.

HEAD LICE CHECK

All campers will be checked for lice on check-in day. If a camper is found to have lice, we ask that parents take the campers home (or to a nearby hotel) to treat and re-wash all clothes and bedding. We hope you understand how important this is to maintaining a lice-free camp.

OUR PROCESS FOR REGISTRATION

Submit a [Health History Form](#) and [Registration Form](#) with non-refundable deposit.

Physical Exam Form due: June 1st

Full tuition payment due: June 1st

Campership application due: No later than January 15, 2019

CHOOSE YOUR ADVENTURE

2019 TUITION AND AND PAYMENT SCHEDULE

1 week sessions: non-refundable deposit due with registration form: \$250

July 14 - July 20

July 28 - Aug 3

August 11 - August 17

Total Tuition Due May 1st: \$1200/1 week session

2 week sessions: non-refundable deposit due with registration form: \$500

July 14 - July 27

July 28 - August 10

Total Tuition Due May 1st: \$2350 per 2 week session

3 week sessions: non-refundable deposit due with registration form: \$750

July 14 - August 3

July 28 - August 17

Total Tuition Due June 1st: \$3475

4 week session: non-refundable deposit due with registration form: \$1000

July 14 - Aug 10

Total Tuition Due June 1st: \$4650

Full Season (5 weeks): non-refundable deposit due with registration form: \$1250

July 14 - August 17

Total Tuition Due June 1st: \$5825

Payment is in U.S. Funds, payable by check or credit card.

For applicants who register prior to June 1st, a non-refundable deposit must accompany the registration form and the tuition balance is due by June 1st. For applicants who enroll after June 1st, full tuition must accompany the camper registration form. If we have not received camp tuition by the deadline, and unless alternative payment arrangements have been made with us, we reserve the right to give your space to another camper.

FAMILY DISCOUNTS - please enjoy **10% off** the tuition cost if more than one family member is registering! The discount will be applied to the lesser priced session if applicable (for example, if one family member is staying for 4 weeks and the second family member is staying for 2 weeks.)

REFUNDS OF DEPOSITS

Deposits are not refundable in any circumstance, unless you are a campership (financial assistance) applicant and you cancel your campership before March 1st.

REFUNDS OF TUITION (minus the deposit which is non-refundable)

Yes - if you cancel a registration before March 1st.

Yes - a **pro-rated refund will be made**, if your child has to leave camp for serious health or medical reasons or accident/injury or family emergency,.

CHOOSE YOUR ADVENTURE

No - If you cancel a registration after March 1st.

No - If your child is dismissed from camp for behavioral reasons (we reserve the right to dismiss any camper if, in our opinion, this action is in the best interest of the camp.)

No - If a camper arrives late or leaves early or misses days for any reason.

No - if a camper voluntarily withdraws for any reason other than serious health or medical reasons or family emergency.

No - If a camper changes sessions (to a shorter, lesser priced session), if we cannot fill the empty spot.

CAMPERSHIPS (need-based financial assistance)

Please note: Camperships are not available for 2019.

CABIN ASSIGNMENTS

Cabin assignments are made by age and grade level. One of the greatest benefits of summer overnight camp is making new friends! Encouraging this openness and flexibility will ensure your camper's healthy adjustment for a fun and positive camp experience. Although you can request that your child be in a cabin with another child, final placement is at staff discretion.

CABIN DUTIES

Our counselors assign campers daily cabin duties in addition to taking care of their personal belongings. This helps the campers to learn to do things for themselves as well as for others, which is at the heart of our philosophy.

CAMP STAFF

Our summer staff is a competent and diverse group of young adults with a passion for providing opportunities for kids to learn about themselves and the world around them. All summer camp counselors are committed to the mission of Roaring Brook Camp and are skilled in particular program areas. Before each season begins, the counseling staff participate in a week of orientation, training and team building.

Roaring Brook Camp is an equal opportunity employer. We do not discriminate based on: race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, veteran status, disability, or other protected category. Roaring Brook Camp is committed to non-discrimination in its employment practices. ([Link for employment application](#))

CAMP STORE

Each camper receives a free Roaring Brook Camp tee-shirt!

In case you forgot to pack something, the following items are available for purchase at camp on check in day:

Sun-screen

Insect repellent

Flashlights

Flashlight batteries

Toothbrush

Toothpaste

Biodegradable Soap (Ivory)

CHOOSE YOUR ADVENTURE

SAVE POSTAGE!

Plan Ahead Packages and letters:

If you would like to plan ahead, you can write letters and prepare packages prior to arriving at camp and deliver them to the Directors at check-in. Your letters and/or packages will be delivered to your camper throughout the week with the regular mail. No food or drink please as this will attract small animals and insects into the cabins.

Send letters! Kids love to receive mail!

Packages from Home

Receiving packages from family and friends can be a highlight of a camper's stay, however, we request that packages be limited to one per week. Please do not send any food, snacks or drinks as it attract animals and bugs to the cabins. Unfortunately all food packages will be thrown away. Packages and other mail that arrive after a camper has left camp will be forwarded to the campers' home address, or returned to the sender.

Phone

We limit campers' telephone contact with parents/guardians to family emergencies only. This helps us keep the camp phone free for camp business and emergencies.

If a camper is staying longer than 2 weeks, we can schedule a phone call home. To arrange this, please contact the office at 802/449-7187.

Email (Families Traveling or Residing Outside the US)

If you live outside of the U.S. or are traveling abroad, Roaring Brook Camp will accept correspondence to campers from parents via email. These will be printed and delivered to your camper along with the regular mail. Your camper will be unable to respond to electronic transmissions except via "snail" mail. Please contact the camp director prior to the start of camp to make arrangements.

All letters and packages should be addressed to:

Roaring Brook Camp
Camper Name
480 Roaring Brook Rd
Bradford VT 05033

COMMUNICATION WITH CAMP DIRECTORS OR STAFF

If you need to talk with someone about your child, please use the camp phone number 802/449-7187; you can leave a message if you do not reach someone directly and we will return your call promptly. Immediate phone contact with staff or a camp director is not always possible since we are giving our attention to the campers, but we do our best to answer all calls.

WHAT TO EXPECT ON ARRIVAL DAY

Campers may arrive between 1:00 pm and 4:00 pm on check-in Sundays (lunch is not provided on check-in days). Please be aware that check-in can take an hour or more.

CHOOSE YOUR ADVENTURE

Meet the Directors

- Confirm that paperwork is complete and full payment has been received
- Drop off letters or packages (save on postage)
- Tell us who will be picking up your camper and sign release if needed
- Ask questions you may have
- Sign any necessary waivers

Meet with our Nurse

- Well-camper check: head lice, fever, illness
- Turn in medications, inhalers, etc

Visit our Camp Store

- Purchase items you might've forgotten to pack
- Buy some cool camp gear!

Move into your cabin

- Meet your counselors
- Meet fellow cabin mates
- Unpack and move in!

Saying Goodbye

- It is best to keep good-byes short
- Take a photo of him/her next to his/her bunk or with the counselors
- Use positive messages such as: Have a great time! I love you! See ya soon!

DEPARTURE DAY

Departure, at the end of each session, is on Saturday between 9:00 AM and 12 noon (lunch is not provided on departure day). Please be sure to look around carefully for your camper's belongings. Due to our limited space, we do not hold on to lost and found items for more than 24 hours before we donate them to a local thrift store. Take a picture with your camper's new friends and counselors!

IMPORTANT

In the event that you aren't able to pick up your child, we must have written permission to release a child to someone other than their parent or legal guardian.. Our release form can be filled out on check-in day or we can email it to you upon your request. Advance notice of this arrangement must include the name of the person who will be picking up your child and their contact information. A photo ID must be shown when the person arrives.

Pickup and Drop off Service:

We are able to pick up and drop off your camper at:
Lebanon Airport in West Lebanon NH,
Dartmouth Coach Bus Station in Hanover NH or Lebanon NH
Vermont Transit Lines Bus Station in White River Junction VT.

CHOOSE YOUR ADVENTURE

A fee of \$100.00 is charged for a round-trip from any of the above locations (\$50.00 for one-way). A minimum of 72 hours notice is required if you plan on using this service and credit card information must be received at the time of the request. This fee is non-refundable if you should cancel for any reason. You may request this service by emailing or calling the office.

Parents of campers who will be using commercial transportation need to make all travel arrangements (including unaccompanied minor forms), purchase all tickets for their child's travel and provide Roaring Brook Camp with a complete copy of the child's travel itinerary. Parents seeking updates or confirmation of their child's arrival may call the main office at (802)449-7187.

VISITING GUIDELINES

While a visit to the camp and your child will be fun, we ask that you follow our guidelines in order to help us maintain the program and our responsibilities to all the children at camp. Although we don't recommend this, parents wishing to take their children out of camp on visiting days may do so after informing the camp directors on the day of the visit. Parents may not take other campers out of camp unless we have written permission from that child's parent.

Please note: visit days are scheduled for 3, 4 and 5 week session campers only. We don't recommend a visit for 1 and 2 week session campers, however, if you feel it is important to visit your child during these sessions, please contact us in advance to arrange this.

If you have arranged for someone else to visit your child and/or take your child out of camp during the visit, you will need to give the camp directors advance notice **IN WRITING** of this arrangement along with the person's name and contact information before the camper will be allowed to visit or leave for a visit with this person. A photo ID is required at the time of the visit.

Dogs or other pets

Please do not bring dogs or other domestic pets on to Roaring Brook Camp property.

Alcoholic beverages, tobacco, illegal drugs and weapons of any kind are strictly forbidden by any person on camp property.

Tips/Gratuities

Please, no gratuities to counselors or directors. If you feel you need to recognize them, a donation to our Campership Fund in their name is a gesture of thanks that will always be appreciated by future campers who will benefit from this fund.

WHAT TO PACK FOR CAMP

You don't need to spend a lot of money, but your child needs to be adequately prepared for summer outdoor living. The packing list is available on [our website](#).

This is a rustic outdoor camp and second-hand items in decent condition are an excellent choice.

CHOOSE YOUR ADVENTURE

What to Pack It In

Duffle bags, suitcases, plastic bins or trunks with a height of 13" or less (to fit under a bunk bed).

What not to bring to camp

If a camper has or uses any tobacco, drugs or alcohol or weapons of any kind he/she will be sent home without any tuition refund.

No electronic devices of any kind are allowed at camp. This includes laptops, cell phones, portable games, iPads, iPods or MP3 players. Any of these items brought to camp will be collected and kept in the camp office for the duration of the camper's stay. Roaring Brook Camp will not be responsible for any valuables that are lost or stolen. Please leave all valuables and electronics at home.

LAUNDRY

Laundry service is provided for campers and is included in the cost of the tuition. Your camper's laundry will be washed 1x/week (except for 1 week sessions). Your child needs enough clothing to last between laundry periods. Consider that campers often get wet or dirty while at camp and they will need lots of extra clothing. Please note: your child will most likely come home with dirty laundry! **PLEASE LABEL EVERYTHING.**

Tips for Labelling Camper's Possessions

Use a permanent marker on clothing that has a tag and for any non-clothing items.

Iron-on and sticker name labels work well with tag less clothing and items that you prefer to not use permanent marker on.

Please remember to mark everything that your camper brings to camp with his full name or first initial and full last name, including luggage.

Food

The camp menu is varied and ample enough to serve our needs, so we do not allow food to be stored in the camper's cabins. Food stored in the cabins can create a big problem with animals and insects. All food packages will sadly be thrown away.

Roaring Brook Camp can accommodate campers with certain non-life threatening food allergies and those who are meat and dairy free. Because we cannot guarantee there will be no cross-contamination, we are not able to accommodate any serious or life-threatening allergies (including peanut) or dietary restrictions. We are not able to accommodate gluten-free diets. Parents must inform us in advance of allergies and dietary restrictions so we can discuss what we can and cannot accommodate.

DIRECTIONS TO ROARING BROOK CAMP

For GPS/phone, please be aware that cell service might be limited in some areas of VT. (480 Roaring Brook Rd, Bradford VT 05033)

CHOOSE YOUR ADVENTURE

From Boston

I-93 TO I-89 TO White River Jct, VT.

Then take I-91 North to Bradford, VT, Exit 16.

Go Right at the end of the exit ramp to a 4-way intersection. Go Left at the intersection (RT 5 North), travel through the town of Bradford staying on Rt 5 North for approximately 3.8 miles. The camp sign is on the Left in front of a large brick home. Follow camp signs up the dirt road to the center of camp.

From NYC, NJ, New Haven, Hartford area

I-95 to I-91 in Hartford CT, then follow directions above for I-91 North.

From Maine, NH or VT

Get to I-91 and follow directions above. NH10 and VT5 are scenic routes along the Connecticut River.

PLACES TO STAY IN THE AREA

You may find it convenient to stay at an overnight accommodation in our area if you are traveling from a distance or planning a family vacation to coincide with camp.

Lake Morey Inn, Fairlee, VT 05045 888-347-2319

The Lyme Inn, Lyme, NH 03768 603-795-4824

Hotel Coolidge, White River Jct, VT 05001 802-295-3118

Comfort Inn, White River Jct, VT 05001 802-295-3051

Six South St, Hanover, NH 03750 603-643-0600

The Hanover Inn, Hanover, NH 03750 855-516-1090

Courtyard by Marriott, Lebanon NH 03766 603-643-5600

Days Inn, Lebanon, NH 03766 603-448-5070

CHOOSE YOUR ADVENTURE