



**CAMP**  
**DISCOVERY**  
**BROWNELL TALBOT**

**Summer  
Programs  
Parent  
Manual**



# CAMP DISCOVERY

## BROWNELL TALBOT

Welcome to Brownell Talbot! We are so glad you have decided to trust your children to us. Your child's health and safety are our number one priority.

All of us at Brownell Talbot are committed to our school's mission: **Every student. Every mind. Every heart. Known. Inspired. Challenged.** We have incorporated this individual commitment to our summer programs. We are committed to helping our campers develop self confidence while fostering friendships and future readiness in a fun, safe, and welcoming environment. Our goal is to enrich the lives of all of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. In this unprecedented time, we take this commitment further by being committed to the health and safety of your child. We are following all CDC recommended guidelines and have updated our health and safety protocols.

Our highly experienced staff includes many certified teachers and specialists in their fields. All staff members undergo extensive background and security checks. Our staff is committed to providing your child a safe and nurturing environment. We hope that at the end of the summer, your child has memories that stay with them for a lifetime.

Thank you so much for choosing to spend your summer with us!

Jenn Sherer  
Camp Director  
402.556.3772, ext. 1023

## **Mission**

Camp Discovery's mission is to enhance the physical, social, and mental well being of every camper while developing self confidence, friendships, and future readiness in a fun, safe, and welcoming environment.

## **Goal and Philosophy**

Our goal is to enrich the lives of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. Camp Discovery values integrity, self-discipline, and each camper's inherent dignity. Campers are encouraged to have fun while being curious to try new things in an environment that values self-worth and a lasting connection to our community. Campers and staff should experience a sense of independence, feelings of accomplishment and self worth, and an overall sense of belonging. This is accomplished by knowing, inspiring, and challenging every camper.

## **The Importance of Summer Camp**

At Camp Discovery, we believe that children benefit from their summer camp experiences. We know that by providing a quality camp in a loving and safe environment, children will develop social emotional skills, enrich their character development, and learn lifelong skills that will contribute to them becoming better citizens. Our campers develop meaningful relationships and foster life lessons beyond the classroom.

We encourage and challenge our campers to communicate and take on leadership roles, make decisions, take risks responsibly, and care and empathize with others. Through teamwork and individual stewardship, our campers develop self esteem, and leadership skills that contribute to their character development and emotional intelligence.

## **Benefits of Summer Camp**

Camp Discovery's day camp strives to instill positive values, a commitment to learning, social empowerment, and an overall sense of fun into every program we offer. In a survey of parents and campers, common responses as to what children learned at camp were:

- Experienced success and became more confident trying new skills.
- Made decisions and became more independent.
- Gained better control of their emotions.

- Demonstrated patience and appreciation of others.
- Demonstrated better sportsmanship.

The same survey found that children felt different at camp because:

- They felt a sense of belonging.
- They felt proud and a sense of accomplishment.
- They felt respected.
- They felt more outgoing.
- They felt they were able to be more open about themselves.

The survey also reported that campers told their friends what they learned:

- To be a leader.
- Better listening skills.
- To respect others.
- To look past differences.
- To work as a team.

## **COVID-19 (Novel Coronavirus) Policy**

The continued health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission in our vulnerable community, we are taking the following precautionary measures:

**ALL CHILDREN, STAFF, FAMILIES, AND HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING INTO THE BUILDING.**

We request that if you, or any household member, have any of the following systems, please remain out that day and notify Brownell Talbot.

- Fever of 100.4 or higher, now or in the preceding 72 hours.
- Cough.
- Sore throat.
- Muscle aches.
- Difficulty breathing.

Conditions in the Omaha area related to the pandemic are constantly changing. To ensure you have the most up-to-date information regarding policies and procedures, please refer to BT's Health and Safety section of [brownell.edu](http://brownell.edu).

# Daily Routine

## Drop Off - Campers will be assigned a specific window for camp arrival.

- BT's parking lot speed limit is 5 mph.
- Stay in your vehicle.
- DO NOT pass other cars.
- If you need to speak with camp staff, please park and come into the camp office.
- Please ensure your camper arrives during the assigned window of time. This ensures a smooth drop off process. *You will receive your drop off window in an email the Friday prior to your camp week.*

If you need to bring your child prior to 8:50 am, please sign up for Morning Care. Campers in need of morning care may be dropped off at the dining hall door as early as 7:30 am. Space is limited for this. Please register early so that your space is reserved.

## Pick Up - 3:30 pm

Camper pick up will be in the same parking lot as drop off. A staff member will escort your child to your car. If your child needs to stay after 3:30 pm, please sign them up for After Care.

**Campers not picked up by 3:40 pm will automatically be enrolled in After Care, at the drop-in rate of \$20.00 for that day.**

## Special Pick Up

If your child is to be picked up by anyone other than the designated parent/guardian, a notification must be given to the camp director. This will be strictly enforced. These individuals will need a photo ID prior to your child being released.

## Special Circumstances

If you must drop off or pick up your camper during the camp day, please make special accommodations with the camp director in advance by contacting Brownell Talbot's Auxiliary Programs Director Jenn Sherer, who serves as camp director. You may email [BTprograms@brownell.edu](mailto:BTprograms@brownell.edu) or call 402.556.3772.

## Absence

If your child will be absent from camp, please contact Camp Director Jenn Sherer 402.556.3772 or [BTprograms@brownell.edu](mailto:BTprograms@brownell.edu)

## Morning & Afternoon Care

For parents balancing hectic schedules, we offer morning and afternoon care on a limited basis.

### Morning Care:

- Morning Care hours are from 7:30 am to 9:00 am
- Parents/guardians will walk their child to the dining hall door where a staff member will meet you and assist you with signing your child in for camp. We ask that you be patient and wait your turn in the designated space if a family is ahead of you. We are adhering to all social distancing recommendations.
- Campers will be walked to their camp's location by camp staff.

### Afternoon Care:

- Afternoon Care hours are from 3:30 pm to 5:30 pm.
- Parents are asked to call: **402.250.4179** when they are in our parking lot. A staff member will bring your child out to your car.
- A late fee of \$5.00 per minute will be accrued if your child remains at Brownell Talbot after 5:30 pm.

## Field Trips

All field trips are included with camp registration. We explore local attractions and businesses that keep kids interested and engaged. Please note, campers should NOT bring additional money. We ask that all campers wear their camp T-shirt on field trip days so they can be easily identified as part of our group.

Please note, if your camper arrives late on a field trip day, we cannot guarantee their participation in the field trip. Campers who miss the bus will spend the day with other camper groups still at Brownell Talbot.

### Bus/Van Behavioral Rules - Yellow School Buses

1. The driver will not leave until EVERYONE is seated. There is no kicking, biting, hitting, throwing, or rough housing.
2. The number of children transported in each bus/van will depend upon social distancing and the number of appropriate restraints.
3. Eating or drinking in the bus/van is not permitted.
4. Voices need to be kept at a comfortable level. No screaming or yelling is allowed; however, singing is encouraged.

# What to Bring

Campers should bring the following with them each day:

## Backpack

Packed with everything your child needs for the day. Remember to include an extra set of clothes. If your camp requires a swimsuit and towel, you will be notified ahead of time.

## Water Bottle

Please label your child's name in permanent marker.

## Lunch

If staying for the day, please make sure to pack your lunch! We ask that you avoid items that need to be microwaved. Lunches will be refrigerated. Please make sure lunches include your child's first and last name on the outside of the lunch bag. Brownell Talbot is a nut-free campus.

# What Not to Bring to Camp

## Electronics

We strive to provide a program free of video games, cell phones, audio players, toys, and distractions. Please DO NOT allow your child to bring these items with them to camp. These items tend to get lost or misplaced when brought to camp.

## Money

Additional money is not needed and should not be sent. Snacks are provided to campers.

## Lost & Found

Brownell Talbot does not assume responsibility, beyond reasonable care, for the personal property of campers. Children are responsible for their own items. PLEASE LABEL all items with your child's first and last name. If an item is lost, report it at once. Every effort will be made to return lost items if they have been labeled.

Misplaced items will be gathered each day. Unclaimed or unlabeled items left or found will be placed in a Lost & Found box and will be located outside the camp director's office. Any items left at the end of the summer will be donated.

# Clothing and Attire

Campers will play outside, complete art projects, and participate in fun and sometimes messy activities. We suggest your child be dressed in play clothes that are allowed to get messy. Campers must wear tennis shoes. Please do not send your child in flip flops or sandals. Flip flops may only be worn when campers are at our pool.

## Field Trip Attire & Camp Shirts

Camp T-shirts must be worn on field trips. This ensures that each child is identified as part of our group. All campers will receive one FREE camp T-shirt during the first session he/she attends. Additional shirts, if available, can be purchased for \$10. If no field trip is scheduled, we encourage you to wear camp shirts on Fridays.

# Lunch and Snacks

**Brownell Talbot College Preparatory School is a NUT-FREE ZONE, please refrain from bringing any food that contains tree nuts or peanuts.**

## Lunch

If staying for the day, please make sure to pack your camper a lunch! We ask that you avoid items that need to be microwaved. Please make sure lunches include your child's first and last name on the OUTSIDE of the bag. BT is a nut-free campus.

## Snacks

Healthy snacks will be provided. If your child has any particular food allergies, please let us know. We will try to accommodate all allergies, but in some situations, we reserve the right to ask parents/guardians to provide appropriate snacks for their child with allergies.

## Camp Discovery Store

The Camp Store will be open during lunch and sometimes after camp. Our camp store is cashless. Please complete the following to put money into your child's account:

- Log into your child's registration and navigate to your child's Summer season registration details
- View your submitted applications.



- Scroll to the bottom of the screen and click the “add deposit” button in the bottom right corner
  - Specify the amount
  - Enter your CC information to process payment
- Unused money in your child’s camp store account will be returned to you at the end of camp.

## Health Policies

**The completion of the Camp Discovery Medical Form is mandatory.** Children will not be permitted to attend without a completed health form on file. The health and safety of our campers is our number one priority. Parents will be notified immediately, if a camper shows signs of:

- Fever over 100.4 degrees.
- Vomiting or diarrhea.
- Contagious disease.
- Accident requiring medical attention.
- Draining sores or burns.
- A rash, until diagnosed and determined to be non-contagious.

If a parent or guardian cannot be reached, the individuals designated as emergency contacts will be called. Children must be symptom-free for 24 hours if vomiting, diarrhea, or a fever persists.

Please note, our employees will not administer prescribed or non-prescribed medication except for those students identified as having special needs such as those needing an EPI-PEN or insulin. All medication must be stored under lock except when in the controlled possession of the person responsible for administering them. If a prescription drug is needed, it will only be given under the specific instructions of a licensed prescriber. Nonprescription drugs will only be given per the camp’s written procedures and under the signed instruction of the custodial parent/guardian as allowed.

First aid and emergency kits are located and maintained in the camp director’s office, aquatic area, specialized activity areas, and the dining hall. If a camp requires an out of camp field trip, first aid and emergency kits will go with the trip. In addition, Brownell Talbot has continued access to three (3) automated external defibrillators (AED) located throughout campus. Locations include: lower school gym, upper school gym, swimming pool.

Unfortunately, there are no provisions at camp to provide constant nursing care and supervision. Parents/guardians are to immediately pick up their child if the child is ill. If the child has any of the above symptoms, we ask that you keep them at home until they have seen a doctor. Children with a fever are required to stay home for 24 hours after the fever breaks or until they are no longer contagious. If your child will not be at camp, please notify the camp director before 9:00 am. The camp director can be reached at 402.556.3772, ext 1023.

## **Injury**

Should your child become injured at Brownell Talbot, prompt care will be given. Routine scratches and bruises receive common first aid. If a more serious injury should occur, the parent/guardian or emergency contact will be notified immediately.

## **Sunscreen Policy**

Campers may spend time outdoors and are exposed to the sun. All campers should bring their own bottle of sunscreen, clearly labeled with their name. Due to allergies, we cannot give campers sunscreen from another child or staff member. Camp staff are permitted to help children apply sunscreen; however, we encourage you to teach your child how to apply their own. Staff will assist and supervise children in reapplying sunscreen to exposed skin prior to outdoor activities. **For children that require more frequent application of sunscreen, parents must provide written instructions on how often their child is to apply their sunscreen.**

Staff will make every effort to watch children for sunburn, but cannot be responsible for children who do not have sunscreen, have a fair complexion, or forget to apply sunscreen. We recommend that you:

- Apply a layer of sunscreen to children before they arrive at camp.
- Providing children with enough sunscreen (in a sealed container) to take with them for applications later in the day.

## **Swimming**

### **Recreational Free Swim**

In some cases, campers may have an opportunity for free, recreational swimming in our indoor aquatic complex. This will always be supervised swimming. We will never force a child to get into the water, but we do expect all campers to change into a swimsuit when we go to the pool.

## **General Safety Procedures**

Safety is the number one priority while at the swimming pool. Campers will always be supervised in the water. While at the aquatic area, campers must remain within eyesight of staff at all times. Campers are expected to follow all pool rules while in the pool area. Campers will not be permitted to leave the aquatic complex with anyone other than camp staff. This ensures that all children are accounted for and keeps consistency within our camping policies and procedures.

## **Deep Water Test**

Campers who wish to go in deep water and jump off the diving board must complete a Deep Water Test. This consists of swimming the length of the pool (25 yards) unassisted, tread water for one minute, turn around in a full circle and find an exit, and be able to exit the water without using the ladder.

## **Discipline Procedures**

In order to ensure safety to all campers and staff, Brownell Talbot's Camp Discovery will follow the below discipline policy. To facilitate a safe, secure, fun environment for all participants attending Brownell Talbot activities the following policy has been implemented. This policy is not intended to be activated for minor "misbehaving" infractions. On a daily basis, we will work with children who are having a "bad day." Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the supervisor/child level. Redirection and, in some situations, loss of choice activity will continue to be the discipline implemented.

### **The CAMP DISCIPLINE POLICY will be activated when:**

- The number of minor infractions has been excessive.
- The behavior constitutes a violation against other children or adults, including unwelcome intentional touching or grabbing of another child, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of Brownell Talbot's Code of Conduct.
- The behavior constitutes a violation against Brownell Talbot's or other children's property.
- The behavior constitutes a safety issue either for the child themselves, other children, or staff. In the event this policy is activated for any child, written documentation will be kept by the camp director of all applicable dates, decisions and agreements (including a plan of action if needed.)

## **Camp Discovery's FORMAL DISCIPLINE POLICY includes:**

- The first serious offense that is significant in nature to bring to the attention of the camp director, will result in a private discussion between the camp director and the child. The child will also be removed from their choice of activity for the day. The parent will be notified of the negative behavior and will be advised that if the same or related behavior is repeated, a parent conference will be required. The director will notify Brownell Talbot management.
- If the behavior continues, the child will again be removed from the group activities and the parents will be notified of the need for a parent/child/director conference before the child can return to the program.
- If the behavior still continues, a parent conference will again be required, (either with or without the child at the parent's discretion). The child may be suspended from the program for a period of time up to three days (at camp director's discretion). The child will then be allowed to continue in the program only after the camp director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the child.
- If, after all of these steps, the behavior continues, the child will only be allowed to continue in the program if a professional counselor is involved (at the parent's expense) in modifying the negative behavior. At this point, the professional will be asked to recommend a time frame for compliance based on the situation. If a professional is not brought in, or the time frame set forth is expended, the child will be expelled from the program with a date for re-entry set by the camp director. Under extreme circumstances or in situations when that child or other children's safety is at risk, the camp director has the authority to ask a child to leave the program without following the above procedures.

## **Suspension and Termination of Camper**

- Safety and respect are considered key to the success of our program. Children who violate camp policies in these areas are subject to suspension or termination from the camp. Parents/guardians will be communicated with before it reaches this level.

## **Grievance Policy**

- Any family or child who does not feel they have been given due process is asked to adhere to the following guidelines:

- The child and/or parent/guardian should first speak with the camp leader of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the camp leader is not satisfactory for the child and/or parent/guardian, they should then meet with the camp director.
- Please note, under extreme circumstances and/or situations when a child or other children's safety is a risk, the camp director, with agreement from the Head of School, Dr. Kristi Gibbs, has the authority to ask a child to leave the program.

## **Questions or Concerns**

Please address questions and concerns to Camp Director Jenn Sherer at [BTprograms@brownell.edu](mailto:BTprograms@brownell.edu) or 402.556.3772.