



PARENT/
GUARDIAN
HANDBOOK

2026 Summer Camp & Academies

June 8 to August 28



Van Vleck Farm & Nature Sanctuary
5 Church Hill Road
Woodbury, CT 06798

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LETTER FROM THE CAMP DIRECTOR

Welcome to Flanders Nature Center & Land Trust Summer Camp & Academies! We're delighted that you've chosen our programs for your child's outdoor, nature-based learning and enrichment this summer.

Flanders' camp programs have been running since the 1960s, shortly after our founding as a nature center. For more than 60 years, we have been dedicated to providing meaningful environmental education, hands-on agricultural exploration, deep nature connection, and—most importantly—lasting summer memories for youth across our region. Many of our counselors grew up attending Flanders camps themselves and now share the same love of place, knowledge of Flanders' special spots, and commitment to caring for the land that shaped their own childhood experiences. Our camps are also enriched by local teenagers completing their Supervised Agricultural Experience (SAE), contributing to our welcoming, community-centered atmosphere.

This summer, we offer seven themed camp locations, several of which are housed in historic and inspiring spaces—such as art camp in Natalie Van Vleck's Studio and cooking camp in our founder's kitchen at the Van Vleck House. Campers enjoy access to our 200-acre main campus, featuring miles of trails and a wide variety of ecosystems to explore, from marshes and meadows to mixed hardwood forests and managed agricultural fields.

We invite you to explore each week's offerings and review our parent handbook to learn more about how we support young people in creative, nature-centered summer learning.

Thank you for trusting us with your child's summer experience!

Julia Meurice

Camp & Education Director

and the Summer Camp & Academies Team

MISSION, VISION & CAMP PHILOSOPHY

Mission

To provide opportunities to appreciate nature's wonders and preserve land, inspiring lifelong learning about our natural world.

Vision

To be a leading resource and destination of choice for environmental and outdoor education, research, land preservation and stewardship, farm experiences, and arts activities, reflecting the needs of our changing and inclusive communities and evolving partnerships.

Summer Camp Philosophy

We believe all youth deserve access to the lifelong benefits of learning outdoors and engaging in free play—experiences that nurture creative problem-solving, support social-emotional development, deepen scientific understanding, and foster a lasting love for nature.

CAMP & ACADEMIES OVERVIEW

Summer Camp & Academies take place on Flanders' Van Vleck Farm & Nature Sanctuary, a 200-acre preserved property with several miles of trails, forests, streams, meadows, and more. Camp runs for 12 weeks—from Monday, June 8 to Friday, August 28, 2026—and serves children ages 3 to 13. Each camp is held at one of seven unique locations and offers either a half-day or full-day program. Featured activities are carefully selected to support and enhance each camp's theme, with more than 70 programs available.

Themed Camp Locations

Flanders offers seven unique themed camp locations, many housed in historic buildings:

- Farming Fun — *North Barn*
- Environmental Youth Leadership (EYL) — *South Barn*
- Amazing Art — *Natalie Van Vleck's Studio*
- Little Explorers (Ages 3–5) — *Trail House (Upper Level)*
- Science, Art & Adventure Academies — *Trail House Lab (Lower Level)*
- Outdoor Adventures — *Sugar House*
- Kids in the Kitchen — *Van Vleck House*

Drop-off & Pick-up Locations

Campers are dropped off and picked up at one of three locations, depending on their program:

- **North Barn Parking Area Loop**
 - Farming Fun
- **Studio Parking Area Loop**
 - EYL, Kids in the Kitchen, & Amazing Art
- **Sugar House Parking Area Loop**
 - Little Explorers, Academies, & Outdoor Adventures

All locations are clearly marked with signage and staffed during arrival and dismissal.

SUMMER CAMP HOURS

Flanders Summer Camp & Academies programs run Monday through Friday and must be registered for in full-week blocks. Please review our registration and refund policies carefully before enrolling.

Program Hours

- **Rooster Roll Call (Before Care)** 8:00 – 9:00 AM
- **Half-Day Programs**
 - Morning: 9:00 AM – 1:00 PM
 - Afternoon: 1:00 PM – 5:00 PM
- **Full-Day Programs** 9:00 AM – 5:00 PM

All campers must be dropped off and picked up during their designated program times. Consistent arrival and dismissal help ensure a smooth, safe, and positive experience for campers and staff.

Rooster Roll Call Before Care Program

The Rooster Roll Call Before Care Program is available Monday through Friday from 8:00–9:00 AM, beginning Week 2 (June 15–19) and ending Week 11 (August 17–21).

Rooster Roll Call is offered at a cost of \$85 per week, per child.

For safety reasons, parents and guardians may not remain at camp after drop-off. Families must notify the camp office if they will be more than 15 minutes late for drop-off or if their child will not be attending Rooster Roll Call on a given morning. Please note that **afternoon care is not offered** when camp ends.

Staff & Supervision

Each camper group is led by a Lead Teacher and supported by one to three Assistant Counselors, depending on group size. Trained teen volunteers also assist every camp. Groups of twelve campers or fewer will always be supervised by at least two counselors.

Flanders staff members are selected for their enthusiasm for working with children and their passion for nature-based education. All staff complete rigorous pre-camp training and are fully trained in Flanders' safety policies. All Lead Teachers are certified in CPR and First Aid.

Camps are closely supervised by the Camp Director, who visits each camp site daily to support staff and ensure program quality and camper safety.

WHAT TO WEAR & BRING TO CAMP

We take pride in our programs and strive to provide an educational, safe, and fun learning environment. As an outdoor camp, campers are most comfortable when dressed for messy play and prepared for the day's weather.

Camp takes place **rain or shine**, both outdoors and under covered areas. We recommend that campers arrive each day with the following:

Recommended Items

- **Sturdy, waterproof shoes** (bare feet are not permitted)
- **Rain boots and rain jacket** for wet weather
- **Backpack** to store labeled personal items
- **Change of clothes** (especially important for ages 3–5)
- **Hat or cap** for sun protection
- **Sunscreen and insect repellent**
(Must be applied before camp; staff do not apply sunscreen or bug spray)
- **Filled, reusable water bottle**
- **Snack, lunch, and ice pack** in a lunchbox
(No drink containers with straws, as they are hazardous to wildlife. We encourage campers to reduce, reuse, and recycle, and families to use environmentally friendly packaging whenever possible.)
- **Light-colored, long pants** are encouraged to help prevent tick exposure
(Shorts are permitted.)

Tick Safety

Please **check your child for ticks daily at home**. For more information, visit the CDC's tick safety guide:

<https://www.cdc.gov/ticks/media/pdfs/dont-let-a-tick-make-you-sick-pdf-icon.pdf>

COST & CAMBERSHIP

2026 Summer Camp & Academies Pricing

Pricing is listed per week per child and varies based on membership status, program length, and registration date. Families are encouraged to register early to receive the best available rate.

Summer Camp & Academies — Weekly Tuition

Register by May 1

Program Type	Members	Non-Members
Half-Day (AM or PM)	\$187	\$224
Full-Day	\$336	\$410
Academies (Full-Day)	\$387	\$460

Register After May 1

Program Type	Members	Non-Members
Half-Day (AM or PM)	\$202	\$239
Full-Day	\$366	\$440
Academies (Full-Day)	\$418	\$495

Rooster Roll Call Before Care (8:00–9:00 AM)

Program	Cost
Before Care	\$85 per week, per child

Additional Fees

- A \$10 materials fee applies to all Kids in the Kitchen camp programs.

Camp Scholarships (Camperships)

Flanders is grateful to offer campership to families, made possible through the generous support of our community. Applications are reviewed on a rolling basis, and availability is dependent on funding.

How to Apply

To be considered for campership support, families must submit *all of the following*:

1. Parent/Guardian Letter

A brief letter requesting campership assistance and describing the family's financial need.

2. One of the following supporting documents:

- A letter from the child's school confirming eligibility for **free lunch**, or
- Copies of the **four (4) most recent pay stubs**, or
- Documentation of **unemployment**, or
- The **front page of the most recent tax return** showing **Adjusted Gross Income (AGI)**

Submitting Your Application

Please complete and submit all materials by **email or mail**:

Email:

Flanders@flandersnaturecenter.org

Mail:

Flanders Nature Center & Land Trust
5 Church Hill Road
Woodbury, CT 06798

DAILY SCHEDULE

Our camp days are filled with the very best of summer fun, including nature exploration, games and activities that encourage teamwork and relationship-building, and positive social experiences outdoors. Our caring counselors thoughtfully guide each day, with free play and youth choice built into every camp.

Below are **sample schedules**. Exact timing may vary from day to day based on program needs, camper interests, and weather conditions.

Sample Daily Schedule — Ages 5–13

Morning Session

Time	Activity
9:00–9:15	Camper drop-off
9:15–9:30	Group introductions, ice-breakers, & discussion of day
9:30–9:45	Snack
9:45–10:45	Core activity (camp theme)
10:45–11:15	Free play in nature
11:15–12:30	Hike & nature discovery
12:30–1:00	Lunch
1:00–1:15	Half-day pick-up / Free play for full-day campers

Afternoon Session

Time	Activity
1:00–1:15	Camper pick-up/drop-off
1:15–1:30	Group introductions, ice-breakers, & discussion of day
1:30–2:30	Core activity (camp theme)
2:30–3:00	Free play in nature
3:00–3:15	Snack
3:15–4:45	Hike & nature discovery
4:45–5:00	End of day pick-up

Sample Daily Schedule — Ages 3-5 (Little Explorers)

Morning Session

Time	Activity
9:00–9:15	Camper drop-off
9:15–9:30	Circle time, social bonding & introductions to camp routines
9:30–10:00	Nature-based developmental play stations
10:00–10:30	Snack
10:30–10:45	Camp theme: read-aloud together!
10:45–11:15	Themed crafts
11:15–12:15	Nature hike
12:15–1:00	Lunch & Free Play
1:00–1:15	Half-day pick-up

Afternoon Session

Time	Activity
1:00–1:15	Camper pick-up/drop-off
1:15–1:30	Circle time, social bonding & introductions to camp routines
1:30–2:00	Nature-based developmental play stations
2:00–2:30	Themed Crafts
2:30–3:00	Snack
3:00–4:00	Nature exploration
4:00–4:45	Hands-on themed activities
4:45–5:00	End of day pick-up

ATTENDANCE POLICIES

Camper attendance is recorded **daily upon arrival**. If your child will be absent for a day or an entire week, families must notify the camp office as soon as possible.

Camp Office: 203-263-3711

Campers are expected to arrive on time and remain for the full session for which they are registered. While we understand that unexpected circumstances arise, frequent late arrivals or early pick-ups can be disruptive to the camp experience and group dynamics.

Late Arrival Procedures

If at Drop-off...	Then...
Camper has not arrived by 9:15 AM (morning) or 1:15 PM (afternoon)	Office staff will call parent/guardian to verify attendance
Parent/guardian calls and will arrive <u>before</u> 9:20 AM or 1:20 PM	Parent/guardian may proceed directly to the regular camp drop-off location
Parent/guardian calls and will arrive <u>after</u> 9:20 AM or 1:20 PM	Parent/guardian must check in at the camp office before proceeding to camp

Late Pick-up Procedures

If at Pick-up...	Then...
Parent/guardian has not arrived by 1:15 PM or 5:05 PM	Office staff will call to verify pick-up
Parent/guardian calls and will arrive <u>before</u> 1:20 PM or 5:05 PM	Parent/guardian may proceed to the regular pick-up location
Parent/guardian arrives <u>after</u> 1:20 PM or 5:10 PM	Camper must be picked up at the camp office and a late warning will be issued

Families are granted a **two-day grace period** for late pick-ups. On the **third instance**, families will be billed **\$25 for every 15 minutes they arrive past 5:00 PM**.

SAFE DROP-OFF, CHECK-IN & PICK-UP PROTOCOL

Flanders is a State of Connecticut licensed youth camp and follows all Office of Early Childhood (OEC) regulations, as well as best practices and guidelines established by the Connecticut After-School Association and the National After-School Association from after-school and youth development organizations.

To ensure the safety of campers, families, and staff, the following procedures are required.

Please note that Flanders may adjust this protocol as needed to remain compliant with State of Connecticut requirements.

Check-in Times & Locations

Morning: 9:00–9:15 AM

Afternoon: 1:00–1:15 PM

End of Day Pick-up: 4:45-5:00 PM

- North Barn Parking Area Loop
- Sugar House Parking Area Loop
- Studio Parking Area Loop

Drop-off Protocol

- Follow posted signage and cones into the **designated car line**
- **Do not park** during drop-off
- Campers and family members must **remain in the vehicle** until greeted
- Staff will greet families on the **driver's side**, confirm emergency contact information, and sign campers in
- Campers will be escorted to their group by staff or volunteers

Pick-up Protocol

- Families must remain in their vehicles in the designated car line
- Staff will escort campers to their vehicles and confirm authorization
- Flanders reserves the right to request **photo identification** if the pick-up adult is unfamiliar to staff

Pick-up Prior Authorization

Parents and guardians are required to provide a **list of individuals authorized to pick up their child** at the time of registration. **Campers will only be released to individuals listed on this authorization.**

If updates are needed, families must submit changes **in writing or by email** to Camp Administrative staff prior to pick up.

In the event of a **last-minute change**, parents or guardians must **call the Camp Office immediately** at **(203) 263-3711** to speak directly with camp administration so that a **safe and approved pick-up** can be arranged.

MEDICAL & HEALTH POLICIES

All required medical forms **must** be received **14 days prior** to the first day of your child's camp session start date. Flanders reserves the right to deny participation if required medical forms have not been completed and submitted.

Health Forms

All required health forms must be completed and submitted at least fourteen (14) days prior to the start of camp. Forms may be submitted electronically, in person, by fax (203.263.2214), or by mail to the camp office.

A completed Health Assessment Form must be current and valid within **three (3) years** of the camper's last day of attendance at camp.

Required Forms

Families must submit the following forms prior to attendance:

- Health Assessment Form (Ages 3–5) *or* Health Assessment Form (Ages 5 & up)
- Authorization for the Administration of Medication by School, Child Care & Youth Camp Personnel (if applicable)
- Individual Plan of Care for a Child (if applicable)

Important Notice

Campers may not attend camp until all required health forms have been completed and submitted.

Medications

- If your child requires medication during camp hours, families must provide the medication in its original container, clearly labeled with the camper's name and dosage instructions.
- On or before the first day of camp, parents or guardians must stop at the camp office prior to 8:30 AM to submit their child's medication for camp approval and processing.
- Campers may not attend camp if required medical forms indicate a prescribed or required medication and that medication is not provided by the time of arrival.

Self-Administration

It is the responsibility of the camper and their family to ensure that any rescue medication (including EpiPens and inhalers) accompanies the camper to camp each day. Camp staff are required to witness and document all instances of camper self-administration of medication. Records of self-administration are available upon request.

Allergies & Special Needs

Parents and guardians must clearly document all allergies, particularly dietary allergies, as well as any medical conditions or special needs on the camper's health form at the time of registration. Accurate and complete information is essential to ensure the health, safety, and well-being of all campers.

Camper Illness Policy

To ensure the health and safety of everyone at camp, please keep your child at home if they are experiencing any of the following:

- Fever
- Vomiting or diarrhea
- Contagious illness (e.g., strep throat, flu, COVID-19, hand-foot disease)

Healthcare Communication

Camp staff are proactive and attentive to campers' health and well-being throughout the day. As part of this commitment, our administrative team will promptly communicate with parents or guardians in the following situations:

- **Bathroom Accidents**
- **Tick discovery/poison ivy contact**
- **Bee stings** (regardless of whether a child has been stung by a bee before)
- **Head Injuries:** Parents will be notified at pick-up unless the injury is suspected to be moderate to severe then immediate notification will occur.
- **Bodily Injuries:** If a child sustains an injury that results in noticeable scratches, bruises, or marks that may raise concern at home, parents will be informed at pick-up/drop-off. Minor scrapes or bumps sustained in the course of play that do not impact a child's well-being will likely not result in a communication.
- **Signs of Communicable Diseases:** If a child exhibits signs of a communicable disease (e.g., fever, vomiting, hand/foot/mouth disease), the Camp Director will contact the parent/guardian immediately, and the child must be picked up as soon as possible.

Illness & Medical Emergencies

In the event a child becomes ill during the day, the child will be separated from the group and the parent/guardian will be called for immediate pick-up.

- Campers must be kept home until their fever has been gone for 24 hours without the use of fever reducing medication. Returning to camp too soon may slow the recovery process and expose others unnecessarily to illness.
- If the camper (child) or someone in your household has tested positive for COVID-19 and/or another contagious illness, it is important that all members in your household self-quarantine, even if household members are asymptomatic.
- In the event that Flanders becomes aware of a child or staff member who tests positive for COVID-19, Flanders will immediately notify all parents/guardians of children who may have been exposed.

In the event of a medical emergency at camp, the following steps will be taken:

1. **Immediate Response:** A staff member certified in CPR/1st Aid will assess the situation and provide appropriate first aid.
2. **Emergency Services:** If necessary, emergency medical services will be contacted, and the camper will be transported to the nearest medical facility.
3. **Parent/Guardian Notification:** Parents/guardians will be notified immediately if further medical attention is required.

Camp Cleanliness

To support a healthy camp environment, Flanders maintains consistent cleanliness and hygiene practices throughout the summer:

- Campers are required to practice proper hand-washing techniques throughout the day.
- All indoor camp spaces are cleaned by camp staff at the end of each day.
- High-touch surfaces are cleaned daily and as needed throughout the day. These areas include but are not limited to: door handles, frequently used toys, sinks, and chairs.
- A deep cleaning of each building is conducted twice per month by a professional cleaning service.

GENERAL SAFETY & EMERGENCIES

While Flanders is an outdoor camp and staff are prepared for a wide range of conditions, we recognize that outdoor play involves inherent risks. Camper safety is our top priority. We take proactive measures to minimize risk and respond effectively when concerns arise.

Safety Practices at Camp

To help ensure a safe and supportive camp environment, Flanders:

- Conducts a rigorous, full-day summer staff training prior to the start of camp, covering all safety, emergency, and general policies for counselors and teen volunteers.
- Assigns a Lead Teacher certified in CPR and First Aid to every camp program.
- Maintains current emergency protocols for Town of Woodbury emergencies and wildlife encounters, including bear sightings.
- Requires staff to carry two backpack medical kits at all times while supervising campers.
- Provides cooling stations, access to air-conditioned indoor spaces, and water-based activities during heat advisory days.
- Uses walkie-talkies to communicate quickly about changing weather conditions such as heavy rain, thunder and lightning, hail, high winds, or other safety concerns.
- Closely monitors camper well-being during periods of severe weather, including intense heat or heavy rain, and adjusts programming as needed.

Food Safety

To further promote healthy bodies and practices, we discourage youth from sharing food with other campers. We strongly encourage parents to include an ice-pack for camper lunches that require refrigeration, however we also have refrigerators available for youth lunches. For full day programs, parents should pack enough food to sustain a growing young person for 8 hours including two snacks, a lunch and a refillable water bottle.

Accident Reporting

A medical log will be used to record all medical related incidents.

- When a student's injury requires medical attention, parents/guardians will be contacted immediately, the Camp Director will be informed, and an accident report will be completed by staff.
- Families will be informed of minor injuries beyond minor scrapes and bruises by receiving an update at pick-up and given a copy of the completed accident report.
- The Camp Director will review report entries with staff on a weekly basis to look for trends and work on plans to help manage risk and minimize future injuries.

Behavior Reporting

Please see the “Conduct & Behavior Expectations” section for more information on when and how a Behavior Report is issued.

Inclement Weather

As an outdoor nature camp, camp takes place rain or shine. Every camp location has an emergency plan and a secure, weather-proof indoor location with crafts, activities, games and counselor ideas to keep youth engaged and entertained. Thunder and lightning will move activities inside and must be completely gone for 30 minutes before outdoor play can resume. Each camp also has a cooling plan, fans, ice-packs and a freezer to cool lunches and beverages in the case of a heat wave.

Town of Woodbury Emergencies

We are a part of Code Red with the Town of Woodbury. This emergency action plan includes the following information for Flanders Nature Center & Land Trust. Flanders will receive information during a disaster from Woodbury Emergency Notification System known as Code Red. Flanders main office and full-time staff cell phones will receive code red messages and alert camp staff via walkie-talkies to shelter-in-place or evacuate. An emergency evacuation plan is in place at Flanders and will be initiated in the event of a town-wide emergency.

Camper Information in an Emergency

All children will have emergency contact information filled out by parent prior to attending camp. This information is kept in the class binder and Flanders staff should take the binders with the class during an emergency, as long as it is safe to do so.

Evacuation

Every camp building has an evacuation route and plan. Staff will undergo training for their camp location to safely and effectively execute an emergency plan. Parents/guardians will be notified once the immediate threat has passed.

Visitor Protocol

For the safety of all campers, no visitors are permitted in camp buildings or designated camp areas without a valid visitor pass. Visitor passes may be obtained at the camp office with proper identification. Camp administration reserves the right to ask any unauthorized or lingering visitors to leave camp areas immediately. As Flanders is a public nature preserve, campers may occasionally encounter hikers or other individuals recreating on Flanders trails. In these situations, a respectful and safe distance must be maintained at all times between campers and members of the public.

CONDUCT & BEHAVIOR EXPECTATIONS

Flanders is proud to be a camp where families know their children will be safe emotionally and physically. Staff are trained on Flanders' behavior management strategies prior to the start of camp. Many of our summer counselors are also teachers who work in the public schools and bring a high level of emotional intelligence and skill in guiding youth energy for positive outcomes.

At the start of the camp week, camp staff will:

1. Clearly explain camp rules and boundaries about camper behavior.
2. Elicit feedback from campers in group discussion on appropriate and inappropriate behaviors.
3. Ensure campers feel heard, respected and positively reinforced on a consistent basis.
4. Follow all camp rules and boundaries themselves to set an example for our teen volunteers and campers.
5. Foster positive group interaction and development through encouraging personal awareness and team-building activities.
6. Suggest positive alternatives to unacceptable behavior before it escalates. Encourage youth to choose differently.
7. Seek help from the Camp Director to support youth and camps as needed.

Behavior Expectations/Dismissal from Camp

Flanders has a zero-tolerance policy for physical or verbal aggression, sexual harassment, bullying, excessive physical contact (such as wrestling, rough play-fighting, etc.) and threats of harm to self or others. These behaviors cannot be tolerated and may result in dismissal from camp for the day or remaining week. Dismissal decisions will be made at the discretion of the camp administration. In the case of an immediate dismissal decision, parents/guardians will be required to pick the camper up within 30 - 45 minutes of the offence.

We encourage youth to use their words, not their actions, to resolve conflict and express what they need. Campers should also respect staff boundaries and not attempt to hang on, climb on, poke or otherwise physically bother their counselors.

Staff will give campers opportunities throughout the day to self-regulate and choose different behaviors. If disruptive behaviors persist, a **Tier 1** action plan will be initiated:

1. A Behavior Report will be written by the camp staff
2. Camp Director is called down to camp site immediately to discuss incident
3. Parents/guardians are notified at pick-up and required to sign the Behavior Report before the child may return to camp.
4. A plan for success is developed with the camper, parent/guardian, Camp Director and the lead teacher of the camp.

After a Behavior Report has been issued, when the camper returns to camp the next day, a brief re-entry meeting will take place at drop-off. It will include the camper, their guardian, the Camp Director and the camp lead teacher. A plan will be discussed to support the camper in safely participating in camp activities.

If a second Behavior Report needs to be initiated in a single week, the Camp Director will contact the parent/guardians and initiate a **Tier 2** intervention. This may include support options such as a half-day only for the camper or a required parental attendance at camp. If a camper's behavior does not improve after a Tier 2 intervention in a single week, camp administration reserves the right to make a final decision regarding the camper's overall participation in camp.

COMMUNICATION WITH FAMILIES

This parent handbook serves as a primary reference and communication tool for many aspects of camp day and camp experience. In addition, other communications you will receive from us are outlined below:

Pre-camp Communications

If your child needs an updated physical or other required medical form, we will notify you upon registration. Shortly after registration families will also receive the following via email:

- **Welcome Letter.** This email will contain important information regarding camp schedules, policies and what to expect during the camp program. The Parent Handbook also contains this information and will be attached to the email.
- **Health & Safety Information.** Detailed information will also be provided via email regarding health policies, emergency procedures and any other essential guidelines.
- **Summer Academy Communication.** If your child has registered for a Summer Academy program, we send a welcome and logistics email to parents/guardians the week prior to the start of the program.

On-going Communications

- **Weekly Newsletters.** A newsletter will be sent out each week to families highlighting activities that took place, special guests, unique finds and any important announcements.
- **Daily Check-ins.** We encourage parents to check-in with their child's camp counselors at pick-up if they would like to know daily specifics. Our counselors will typically share details of the day as they accompany youth to parent/guardian vehicles.
- **Summer Academy Communication.** If your child has registered for a Summer Academy program, we will send out a reminder email early in the week about youth presentations that take place every Friday. We encourage parents/guardians to attend these presentations!

CANCELLATION & REFUND POLICIES

Please carefully review the refund policies outlined below. Our camps begin to fill quickly once registration opens in February and often sell out. These policies are in place to ensure that all families have a fair opportunity to enroll if a cancellation occurs. We appreciate your understanding and cooperation.

Refund Policies

- ❖ **Full Refund:** A 100% refund, minus a 6.83% processing fee, will be issued for cancellations made more than four (4) weeks prior to the first day of the registered camp week.
- ❖ **Partial Refund:** A 50% refund, minus a 6.83% processing fee, will be issued for cancellations made between three (3) and four (4) weeks prior to the first day of the registered camp week.
- ❖ **No Refund:** No refunds will be issued for cancellations made twenty (20) days or fewer prior to the first day of the registered camp week.
- ❖ **Tuition Pro-rating:** program costs for the week are not pro-rated for days missed due to absence, withdrawal or illness.
- ❖ **Behavior Dismissal:** Campers who are dismissed from the program due to behavior concerns or disciplinary reasons will not be eligible for a refund.
- ❖ **Camp Cancellation:** In the unlikely event that Flanders must cancel a session or make significant changes to the program, families will be notified immediately and offered a full refund or the option to transfer to another session.

How to Initiate a Refund

Requests for refunds must be initiated in writing with a stated reason for withdrawal. Please send your request to Amber McDonald at Flanders@flandersnaturecenter.org and we will respond within 24 - 48 hours.

We understand plans change and we offer the ability to transfer your child's camp week to another week later that summer. Please consult our Summer Catalog to determine which week you'd like to transfer to then call our Camp Office at 203.263.3711.

Summer Camp Cancellation & Refund Chart

The chart below outlines refund eligibility based on the week of camp and the date a cancellation is received. All refunds are subject to the applicable 6.83% processing fee, as noted.

Week	Camp Dates	Last Date for 100% Refund (minus 6.83%)	Last Date for 50% Refund (minus 6.83%)	No Refund On or After
1	June 8–12	May 11	May 12–18	May 19
2	June 15–19	May 18	May 19–25	May 26
3	June 22–26	May 25	May 26–June 1	June 2
4	June 29–July 3	June 1	June 2–8	June 9
5	July 6–10	June 8	June 9–15	June 16
6	July 13–17	June 15	June 16–22	June 23
7	July 20–24	June 22	June 23–29	June 30
8	July 27–31	June 29	June 30–July 6	July 7
9	August 3–7	July 6	July 7–13	July 14
10	August 10–14	July 13	July 14–20	July 21
11	August 17–21	July 20	July 21–27	July 28
12	August 24–28	July 27	July 28–August 3	August 4

PARENT/GUARDIAN RESPONSIBILITIES

Upon registration, parents/guardians are required to acknowledge that they have read and reviewed the Parent/Guardian Handbook in its entirety. Registration will not be considered complete until this acknowledgment is submitted. Parents and guardians are our partners in providing a safe, smooth, and memorable summer camp experience for our youth, and we sincerely appreciate your cooperation and attention to these responsibilities.

By acknowledging the Parent/Guardian Handbook during registration, you confirm that:

- I will respect and adhere to the policies, procedures, and information outlined in this handbook to help ensure a smooth and well-organized camp day.
- I will inform the instructor and/or camp staff of any special needs or medical conditions that may require additional attention on the day of camp.
- I will treat camp staff and administration with kindness and professionalism and communicate clearly and respectfully regarding the needs and experiences of my family and camper(s).
- I acknowledge that I have thoroughly read the Parent/Guardian Handbook and understand the requirements and policies related to registration forms, medical policies, pick-up and drop-off procedures, attendance, safety, communication, cancellation/refunds, and all other policies outlined in the handbook.

PARENT/GUARDIAN NAME (PRINT):

PARENT/GUARDIAN SIGNATURE:

DATE:

FREQUENTLY ASKED QUESTIONS (FAQs)

Where is the summer camp office and how do I reach you?

Our camp office is located at 5 Church Hill Rd in Woodbury, CT. It is a white building called the Van Vleck House and parking is available in a large lot just across the road. Our direct camp office line is (203) 263-3711. Call this number for all camp-related inquiries and communications and a camp administrator will receive and direct your call.

What should I do if we are running late?

Call the camp office at (203) 263-3711 to notify us with an estimate of your arrival time. Please also consult our late arrival chart in our Attendance Policies on page 11. For arrivals more than 15 minutes late, you must stop at the camp office first before proceeding to your child's camp drop-off/pick-up area.

What should I do if my child is not coming to camp today?

Camper attendance is recorded each day upon arrival. If your camper is not planning to attend camp that day or that week, **please call the camp office to notify us immediately** so we may update our attendance records for the day.

Do you supply water bottles, snacks, and lunch?

No. Campers should bring a labeled, refillable water bottle, snacks and lunch if attending the morning or all-day program. Afternoon program campers should bring a water bottle and sufficient snack for a day of movement and activity.

Should my child bring extra clothes?

A complete change of clothes including extra socks and shoes are strongly encouraged for campers, staff and volunteers! We will all be having safe outdoor nature adventures in all kinds of weather together.

What happens if my child leaves something at camp?

We have a lost and found in the camp office, but please clearly label your child's possessions with first and last name. This helps us alert you as well!

Can my child bring a cell phone or iPad?

Please ensure that your child leaves **ALL** electronic devices at home. We are a nature camp and are proud to offer a screen-free day. We are not liable for any broken, lost or stolen devices. If you need to reach your child during the day, call our camp office and we can relay the message.

Anything else my child shouldn't bring to camp?

All stuffed animals and special toys should be left at home. We also discourage sending your child with money as we do not have vending machines and are not liable for lost or stolen funds.

Who will be supervising my child while at camp?

Because we are a licensed youth camp by the State of Connecticut Office of Early Childhood, all staff working with children are required to pass a criminal background check. We provide a rigorous pre-camp training, covering topics such as child abuse prevention, best practices in behavior management, emergency preparedness and Flanders' protocols. We are proud of our strong staff retention rate with over a third of camp counselors returning every year and several counselors supporting our year-round programs. In 2025, 70% of summer camp staff were ages 20 or older and every camp is led by an experienced adult Lead Teacher.

Can you accommodate youth with special needs?

We do our best to support individuals with special needs in all our programs. If you have questions, please call the Camp Director at (203) 263-3711 prior to registration to discuss any special needs and accommodations.