



PROTECT OUR OCEANS®

# MYSTIC AQUARIUM

## Summer Camp Parent Handbook 2019



Welcome to summer camp at Mystic Aquarium! This handbook contains information which will be helpful as you and your camper prepare for camp. Experiences and activities have been developed for your camper that will highlight the marine environment and its many inhabitants, ocean conservation and the exploration of local habitats. Our days will be filled with Mystic Aquarium exploration, animal encounters\*, staff interactions, hands-on activities and field trips. Mystic Aquarium Summer Camps are fully licensed by the state of Connecticut and are also accredited by the American Camp Association. Our amazing adult staff are eagerly awaiting the excitement of camp and are all trained for those unexpected emergencies (CPR/AED/First Aid), should they arise.

\*Campers will not interact directly with the seals, sea lions, beluga whales or penguins.

***The mission of Mystic Aquarium is to inspire people to care for and protect our ocean planet through conservation, education, and research.***

***The mission of the Mystic Aquarium Summer Camp program is to educate and motivate campers of all ages to care for and protect our ocean planet.***

I am sure your camper will have a wonderful experience this summer while attending their Mystic Aquarium Summer Camp. I look forward to seeing them all enjoy this camp season.

Becky Hirsh  
Camp Director

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# REGISTRATION FOR CAMP

## HOW DO I REGISTER MY CHILD?

Registration is completed online at [www.mysticaquarium.org](http://www.mysticaquarium.org). If you do not have computer access, or need assistance, please contact our Reservations department at 860-572-5955 ext. 520

**In an effort to consolidate and ensure camper health information security, we use the electronic health record system CampDoc.com for all required paperwork. The Camp Director will send you a welcome email when you are able to fill out your information on CampDoc.com. All registered campers will then receive an email directly from CampDoc.com with detailed instructions on how to submit required health forms and paperwork. The website is secure, encrypted, and password protected. If you have used CampDoc.com in the past, the previous year's information will be visible and you will be able to update it as needed.**

**Your camper's paperwork will be due no later than one week prior to the start of your camp week session.**

## CAN I CHANGE MY CAMP SESSION AFTER I HAVE ALREADY REGISTERED?

Yes, camp session dates can be changed with at least one week advanced notice prior to the start of the camp session, and as space allows. Please contact our Reservations department at 860-572-5955 ext. 520.

## WHAT IF I DO NOT WANT TO TURN IN MY PAPERWORK EARLY?

If paperwork is not received at least one week in advance, or if you are providing medication, you must visit the check-in table located at the front of the Milne Ocean Science and Conservation Center (Milne Center) on the first day of camp prior to checking-in your camper. **Campers will not be allowed to participate in camp unless all of their paperwork is complete.** If there are any forms missing, your camper will miss part, or all of their first day of camp as we work to get the necessary paperwork completed.

Forms submitted to CampDoc.com or the Camp Director less than a week before camp starting may not be available at check-in, resulting in a delay to your camper attending camp. To avoid this issue, turn your forms in at least one week prior to the start of your camp week. Thank you for your assistance.

## REQUIRED CAMP PAPERWORK:

2019 Camper Information	Contact, emergency information and health history	Parent Signature required
Medical Paperwork	Recent Physical and vaccination record – school health record completed within 3 years is accepted.	Doctor's signature required
Administration of Medication	Permission for Aquarium staff to administer medication.	Doctor's signature required
Individual Plan of Care	Complete the Individual Plan of Care form for your camper for special health care needs or disabilities.	Parent Signature Required

\*ITINERARY: All camp participants will receive an itinerary via email prior to the start of camp. The itinerary provides an outline of possible activities, including planned special activities, what your child may need for that day beyond what is usually needed, and field trips. If there is a field trip, it will indicate when your camper will be on the bus that day.

\* Please note, activities or trips may change due to unforeseen circumstances. If this occurs, the parents will be notified by the Camp Director.

## ACCREDITATIONS AND STAFF TRAINING

The health and safety of your camper is of the utmost importance at Mystic Aquarium summer camps. To ensure the highest standards are being met, Mystic Aquarium summer camps are accredited through the American Camp Association ([www.acacamps.org](http://www.acacamps.org)) as well as licensed by the State of Connecticut (<https://www.ct.gov/oec>). In order to obtain certification as a state licensed youth camp, we undergo an extensive review and inspection process to affirm that we exceed all of the state requirements for health, cleanliness, and food service as well as emergency management plans, health care, management, staff training and performance review. Accreditation through the American Camp Association is a voluntary process that goes above and beyond the state licensing requirements and demonstrates Mystic Aquariums commitment to ensuring your child is in a safe, nurturing environment. Only 53 camps in Connecticut are accredited through ACA.

All camp counselors and staff employed by Mystic Aquarium summer camps are required to be over the age of 21 and have experience working with youth. Each staff member is certified in First Aid, CRP/AED and Medication Administration. All summer camp staff members are screened and have successfully passed reference and background checks. Additionally, camp staff members receive extensive training in classroom management, developmentally appropriate curriculum, facility protocols for safety and performance, conduct working with children and child protection.

## CONTACT INFORMATION

**MYSTIC AQUARIUM MAIN LINE NUMBER: 860-572-5955**

Call the Mystic Aquarium main line and then dial the appropriate extension. You may also email the individual directly.

Name	Title	Phone Number or Extension	Email and other information
<b>Camp Cell Phone</b>	<b>Available after June 24, 2019 7:45am-5:15pm</b>	<b>860-625-2104</b>	<b>Please call this number first during camp hours</b>
Aquarium Main Line		860-572-5955	
Reservations	Reservation issues and questions	Ext 520	reservations@mysticaquarium.org
Becky Hirsh	Camp Director	Ext 158	bhirsh@mysticaquarium.org
Kelly Matis	Alternate Camp Director	Ext 320	educationinfo@mysticaquarium.org
MaryEllen Mateleska	Alternate Camp Director	Ext 156	mmateleska@mysticaquarium.org

Contact the Camp Director first for any camp business. Do not hesitate to contact us for any of the following:

1. You are running late or there is traffic.
2. Your camper is not feeling well and will not attend camp that day.
3. You unexpectedly need to pick your camper up early. (Please note: it will take a minimum of 15 minutes to get your camper to you in the event of an unscheduled early pick-up)
4. You have a question about the activities.
5. Another person will be picking up your camper – they will need to have ID.
6. You have a concern or constructive feedback.
7. Any other reason – when in doubt – PLEASE CALL.

# PAYMENT RECEIPT & TAX ID

## **RECEIPT OF PAYMENT FOR SUMMER CAMP AND FEDERAL TAX ID:**

Many parents will use their flexible spending account to pay for summer camp. The confirmation letter, which you receive via email when you register your camper, is your receipt of payment for the camp session. If you need a receipt from the Camp Director, please notify the Director on the first day of your camp week.

The federal tax ID for Mystic Aquarium is: 06-1480300

# CANCELLATION and REFUND POLICY

## **CANCELLATION POLICY:**

**Contact the Reservations department directly at 860-572-5955 ext 520 in regards to a cancellation.**

Do this as soon as you know you need to cancel.

Cancellation policy is as follows:

30 days or more from the start of the camp week - 100% refund

29 - 15 days from the start of the camp week - 80% refund

14 days or less from the start of the camp week - No refund will be provided

## **REFUND POLICY:**

No refunds will be provided for a camper who does not attend their scheduled session of camp once it begins. No refunds will be provided for a camper who is dismissed from camp for behavioral reasons or found to be in violation of our discipline policy.

Refunds will be considered on a case by case basis for campers leaving camp under extenuating circumstances.

# ILLNESS POLICY

**Call the camp cell phone at 860-625-2104** prior to check-in at 8:15am and leave a message if your camper is ill and will miss camp. After check-in is complete, a camp staff member will call the parents of any camper not in attendance to verify that they will not attend camp that day, unless a message has been left on this phone.

In an effort to provide a healthy camp environment for all, please keep your camper home if there are any signs of illness. Campers may not participate in camp if they exhibit any of the following conditions:

- Fever (over 100 degrees Fahrenheit) within the past 24 hours of the camp's start time.
- Vomiting or diarrhea within the past 24 hours of the camp's start time.
- Any contagious disease.
- Suspicious rashes or lesions with bleeding or oozing.
- Lice or other infestation. A doctor's note verifying no infestation is required to be able to return to camp.
- Conditions preventing a camper from active participation such as lethargy, sleepiness, constant coughing and runny nose.

## CAMPER INJURY and ILLNESS DURING CAMP

### IN THE CASE OF INJURY OR ILLNESS WHILE CAMP IS IN SESSION:

In the event your camper is injured, or becomes ill while attending camp, the Camp Director or Camp Counselor will contact the emergency phone number which has been provided on the morning sign-in sheet. The camp staff member will explain the injury/illness, and how it was treated. It will be determined at that time if the camper will stay with the camp or be picked up. If the camper is ill, pick up time will be discussed. At pick up time, camp staff will discuss with the guardian the injury/illness and verify the treatment. Any camper sent home from camp due to an illness must remain symptom free for 24 hours before returning to camp, unless given written permission by a physician.

## CAMP SESSIONS BY WEEK

Dates of Camp	Animal Spotlight Toddler & Parents	Entering PreK-K	Entering Grades 1-3	Entering Grades 4-6	Entering Grades 7-10	PAPERWORK FINAL DUE DATE
June 24-28		Sea Stars Marine Mammal Mania	Animal Antics	Mystic River Adventure		June 17
July 1-3	1-July	No Camp	Aquarium Fun	Aquarium Fun		June 24
July 8-12	8-July	Sea Stars Blue Planet	Dinosaurs!	Eco Explorers		July 1
July 15-19	15-July	Sea Stars Dino Dig!	Animal Antics	Mystic River Adventure	Aqua Camp July 15-18	July 8
July 22-26	22-July	Sea Stars Change Artists	Aquarium STEM	Marine Animals and their Environment	Environmental Conservation Camp	July 15
July 29-August 2	31-July	Sea Stars Marine Mammal Mania	Endangered Species	Junior Aquarium Careers		July 22
August 5-9	7-August	Sea Stars Blue Planet	Animal Antics	Mystic River Adventure	A Week in the Life of a Marine Biologist	July 29
August 12-16	14-August	Sea Stars Dino Dig!	Dinosaurs!	Eco Explorers	Aqua Camp August 12-15	August 5
August 19-23	21-August	Sea Stars Change Artists	Aquarium STEM	Junior Aquarium Careers		August 12
August 26-30		No Camp	Endangered Species	Eco Explorers		August 19

## **Animal Spotlight Topics – Toddler/Parent Program**

### **Monday Animal Spotlight:**

Topics: Sea Lions, Octopus, Sea Star and a Day at the Beach

### **Wednesday Animal Spotlight:**

Topics: Sea Jelly, Lobster, Clownfish/Sea Anemone and a Day at the Beach

## **EXPOSURE TO NATURAL ELEMENTS POLICY**

Mystic Aquarium camp staff members do not apply any type of non-medicated/non-prescription topical lotion or spray to children (for example, sunscreen, tick /bug spray, moisturizers and lip ointment) without permission, supply and instructions from caregivers. It is the caregivers' responsibility to apply any type of non-medicated/non-prescription topical lotion or spray to children prior to the camp day to reduce risk of exposure to sun and ticks while outdoors. If given written permission, supply and directions camp staff will apply the non-medicated/non-prescription topical lotion or spray to non-sensitive areas while in view of other staff. These items should not be accessible to children, so please notify staff if your child has them. If a tick is found crawling on a student, a staff member can remove it. If the tick is at all attached or embedded in the student, per state regulations, the caregiver will be contacted to remove the tick. It is the caregivers' responsibility to check their child for ticks daily.

## **SEA STAR CAMPERS TOILETING REQUIREMENTS**

As a requirement for enrollment for the Sea Star camp, all children must be fully toilet trained. Sea Stars Camp is not licensed for the "under three endorsement" from the State of CT (diaper changing). Due to this and the uniqueness of the environment, the amount of time that is spent visiting exhibits and partaking in special events, being able to use the bathroom independently is imperative and essential to fully participate in this program.

This means that a child:

1. Knows when they have to go to the bathroom
2. Can unfasten, pull down, pull up and fasten, underwear and pants
3. Is able to get on the toilet, wipe themselves, flush the toilet and wash their hands.

Staff are not permitted to change diapers or pull ups. Staff will monitor and assist children in the bathroom when needed, staff are fully aware that children are going to have accidents or might need assistance from time to time. If a child does have an accident, staff will handle it discreetly. Children are always treated with the utmost respect. In the event that an accident happens, the caregiver and phone number listed on the sign-in sheet will be contacted for assistance with changing if needed.

# WHAT WILL MY CAMPER NEED TO BRING?

## Sea Star Campers (half day):

- ❖ **Sea Star campers do not leave the aquarium grounds.**
- ❖ Your camper will receive an itinerary of the week prior to camp starting.
- ❖ Your camper will want to wear “play” clothes that can get dirty and closed toe shoes or sneakers as we visit many areas in the aquarium which can be wet and slippery.
- ❖ Flip flop style shoes are not appropriate for this camp.
- ❖ Each child should bring a “child size” backpack or bag which they can store in their cubby. Please send your child with a change of clothes; shirt, pants, socks and underwear in case their clothes become dirty or wet during camp. Please dress your child in clothing that is easy for them to manage while using the bathroom.
- ❖ Snack is provided by Mystic Aquarium, but if you prefer, you may send a snack and drink to camp with your child. Please be advised that there is no refrigeration available to store perishable snack items.
- ❖ **Please do not send** your camper with electronics, cell phones, personal sports equipment, live animals or toys to camp. Absolutely no weapons of any type will be allowed. Mystic Aquarium summer camp has a zero tolerance policy in regards to weapons, including toy weapons. Due to limited space in the classroom and cubbies we ask that you be aware of what is in your camper’s backpack.
- ❖ ***Due to serious allergies there are no peanut, nut products or items containing peanuts or nuts allowed at Sea Stars camp.***

## Full Day Campers:

- ❖ Refer to your camp itinerary for specifics about special items that your camper might need each day. This itinerary will be emailed to you from the Camp Director prior to camp beginning.
- ❖ Typically, every day, your camper will need appropriate outer clothing; closed toe shoes which can get wet, a change of clothing in case your camper may need them, a water bottle, sunscreen, bug repellent and a lunch.
- ❖ Campers will be given a camp hat on their first day of camp. At the end of each day hats will be placed on a table until the next day; no hats will be stacked or stored touching each other. The hat will remain at the aquarium until the last day of camp, when it is sent home with the camper.
- ❖ Please do not send your camper with electronics, cell phones, personal sports equipment, plastic straws, live animals or toys to camp. If they must bring any of these items, they will be requested to either keep them in their bags.
- ❖ Please do not send anything that could possibly be viewed as a weapon. Absolutely no weapons of any type will be allowed. Mystic Aquarium summer camp has a zero tolerance policy in regards to weapons.
- ❖ ***A Week in the Life of a Marine Biologist Campers:*** You will also need a bathing suit, towel, water shoes, hat, a bag for wet items and a change of clothing for NESS programming. Please contact NESS directly at 860-535-9362 if you have questions about what is needed for each day.
- ❖ ***Mystic River Adventure Campers:*** You will also need either a bathing suit or clothes that can get wet, towel, water shoes, hat, a bag for wet items and a change of clothing for when you are sailing each afternoon.
- ❖ ***Marine Animals and Their Environment Campers:*** You will also need either a bathing suit or clothes that can get wet, towel, water shoes, hat, a bag for wet items and a change of clothing for the days that you are at Project Oceanology.
- ❖ ***Environmental Conservation Campers:*** You will also need either a bathing suit or clothes that can get wet, towel, water shoes, hat, a bag for wet items and a change of clothing for the days that you are at Project Oceanology.



## CHECK-IN AND PICK-UP PROCEDURES AND LOCATIONS

- Summer 2019 – all check-in and pick-up of campers will be at the Milne Center, located at the eastern end of the Mystic Aquarium campus, unless indicated differently in the following grid.
- You will need to park in the parking lot for all Check-In and Pick-Up times. Please plan accordingly. *Please do not park directly in front of the building as this is an active fire lane.*
- At check-in, you will be asked to indicate a phone number to reach you at for that day on the sign in sheet, and who we should expect to sign out your camper at pick-up.
- Once a camper is checked-in, the camper will be moved to the inside of the Milne Center. In order to minimize stress for all campers, we ask that parents Check-In their camper at the front and do not follow the camp to the classroom or morning activity. If you are concerned about this procedure, please contact the Camp Director prior to the first day of camp.
- All adults need to show identification at pick-up to be able to sign their camper out from camp each day. We will not allow any adult other than those listed on the sign out sheet to pick up your child unless a previous arrangement has been made. If there is an emergency and an adult not on the pickup list is sent to pick up a camper, the Camp Director will call the parents to verify permission.
- For any adult who is not on the approved pickup list submitted prior to camp who will be picking up a camper; provide a note stating: the date, unlisted adult’s name, camper’s name and your signature. This must be given to the Camp Director at morning drop off.
- No one under the age of 18 will be allowed to sign in or sign out a camper.
- For the safety of your camper, they must be signed in and out each day by a guardian. If this is not possible, please contact the Camp Director prior to camp starting to discuss your options.

### SEE BELOW FOR SPECIFIC INFORMATION ABOUT TIMES AND LOCATIONS OF EACH CAMP:

Grade Level	Program/Camp	Days of the Week & Hours	Check-In Time & Location	Pick-Up Time & Location	Extended Day Pick-Up Time and Location
Toddlers & Care Givers	<b>Animal Spotlight Monday or Wednesday Sessions</b>	Monday or Wednesday 1:00pm-2:00pm Weeks 1-3	12:45pm Front of the Milne Center	N/A	NOT AVAILABLE
Toddlers & Care Givers	<b>Animal Spotlight Monday or Wednesday Sessions</b>	Monday or Wednesday 1:00pm-2:00pm Week 4	12:45pm Bluff Point State Park Groton, CT	N/A	NOT AVAILABLE
Entering PK-K	<b>Sea Stars</b>	Monday-Friday 8:30am-11:30am	8:15am Front of the Milne Center	11:30am Front of the Milne Center	NOT AVAILABLE
Entering Grades 1-3	<b>Animal Antics Aquarium Stem Dinosaurs! Endangered Species</b>	Monday-Friday 8:30am-4:00pm	8:15am Front of the Milne Center	4:00pm Front of the Milne Center	5:00pm Front of the Milne Center

Grade Level	Program/Camp	Days of the Week & Hours	Admission Time & Location	Pick Up Time & Location	Extended Day Pick up Time and Location
Entering Grades 1-6	<b>Aquarium Fun</b>	Monday-Wednesday 8:30am-4:00pm	8:15am Front of the Milne Center	4:00pm Front of the Milne Center	5:00pm Front of the Milne Center
Entering Grades 4-6	<b>Eco Explorers Junior Aquarium Careers</b>	Monday-Friday 8:30am-4:00pm	8:15am Front of the Milne Center	4:00pm Front of the Milne Center	5:00pm Front of the Milne Center
Entering Grades 4-6	<b>Mystic River Adventure</b>	Monday-Friday 8:30am-4:00pm	8:15am Front of the Milne Center	4:00pm <b>Front of Mystic Seaport, near the gift shop and tug boat</b>	NOT AVAILABLE
Entering Grades 4-6	<b>Marine Animals and Their Environment</b>	Monday-Friday 8:30am-4:00pm	8:15am <b>Mon-Wed:</b> Front of the Milne Center <b>Thurs-Fri:</b> Front of the Project Oceanology Building Avery Point	4:00pm <b>Mon-Wed:</b> Front of the Milne Center <b>Thurs-Fri:</b> Front of the Project Oceanology Building Avery Point	NOT AVAILABLE
Entering Grades 7-10	<b>Aqua Camp</b>	<b>Monday, Tuesday</b> 8:30am-4:00pm <b>Wednesday</b> 8:30am –stay overnight till <b>Thursday</b> 8:30am	8:15am Front of the Milne Center	<b>Monday, Tuesday</b> 4:00pm <b>Thursday</b> 8:30am Front of the Milne Center	NOT AVAILABLE
Entering Grades 7-10	<b>Environmental Conservation</b>	Monday-Friday 8:30am-4:00pm	8:15am <b>Mon-Wed:</b> Front of Project Oceanology Building Avery Point <b>Thurs-Fri:</b> Front of the Milne Center	4:00pm <b>Mon-Wed:</b> Front of Project Oceanology Building Avery Point <b>Thurs-Fri:</b> Front of the Milne Center	NOT AVAILABLE
Entering Grades 7-10	<b>Week in the Life of a Marine Biologist</b>	Monday-Friday 8:30am-4:00pm	8:15am New England Science and Sailing Stonington, CT	4:00pm Front of the Milne Center	NOT AVAILABLE

### Addresses of Locations:

- Milne Center, Mystic Aquarium 55 Coogan Blvd, Mystic, CT 06355
- New England Science and Sailing (NESS): 72 Water St, Stonington, CT 06378
- Project Oceanology: Avery Point UCONN Campus: 1084 Shennecossett Road, Groton, CT 06340
- Mystic Seaport: 105 Greenmanville Ave, Mystic, CT 06355

## EMERGENCY PICK UP DUE TO AQUARIUM EVACUATION

In the event that the camp programs being held at Mystic Aquarium must evacuate the facility, the instructors will bring the campers to the *Mystic Hilton* located across the road from the aquarium. Parents will then be called to pick up their campers. We will call the phone number provided to us during the morning check-in first.

Mystic Hilton address for your GPS is: 20 Coogan Blvd, Mystic, CT 06355

## FIELD TRIP INFORMATION

- All fees for field trips are included in your camp fee.
- We do NOT visit the gift shops.
- All field trips will run on their scheduled date unless the weather is determined to be hazardous.
- Mystic Aquarium reserves the right to change a field trip destination as needed. Parents will be notified in advance of the trip.
- We utilize a local school bus company to transport our campers on approved field trips with the exception of *Mystic River Adventure* and *A Week in the Life of a Marine Biologist*. These exceptions will utilize the Southeast Area Transit (SEAT) bus transportation with Aquarium staff.
- We will review the bus rules listed below with our campers before each trip. Please review these rules with your child.
- At no time will a Mystic Aquarium staff transport your child in their private or company vehicle.

### Bus Safety Rules

Camp staff will ride the bus with the campers. Red Cross trained camp staff members are designated as the first aid care professionals in the event of an emergency while on the bus.

The bus will not be loaded with more passengers than it is rated.

Walk to the bus in a line.

Board the bus one child at a time once told to do so by the counselor.

Two children to a seat.

Always sit on your seat, facing forward, and feet on the floor when the bus is moving.

If a seat belt is available, buckle it.

No standing up on the bus.

Please use quiet voices so as not to distract the driver.

No hands or objects outside the window.

When riding a SEAT bus, please remember that this is public transportation.

Staff will open windows as needed.

Please note where emergency exits are – windows and doors and how to use them.

The bus will not move until a final head count has been done.

In the event of an emergency, remain calm and look to your instructor for guidance.

When getting off the bus, an adult and a volunteer will leave first then, one child will exit at a time. Campers will wait on the sidewalk, away from the bus.

Make sure you have all your belongings when you exit the bus.

The final adult will not leave the bus until a headcount has been done and all children are accounted for.

## PROPOSED FIELD TRIPS BY CAMP

**Original dates of field trips may be changed due to weather.  
Proposed field trip locations may change due to availability.**

Camp	Proposed Field Trip and Distance from Aquarium	Proposed Field Trip and Distance from Aquarium
Sea Stars	-----	-----
Aquarium Fun	-----	-----
Animal Antics	Bluff Point State Park, Groton, CT 7 miles	Children’s Museum in West Hartford , CT 59 miles
Dinosaurs!	Bluff Point State Park, Groton, CT 7 miles	Peabody Museum in New Haven, CT 56 miles
Aquarium STEM	Bluff Point State Park , Groton, CT 7 miles	Connecticut Science Center in Hartford, CT 54 miles
Endangered Species	Bluff Point State Park, Groton, CT 7 miles	Roger Williams Zoo in Providence, RI 51 miles
Eco Explorers	Bluff Point State Park, Groton, CT 7 miles	Save the Bay in Providence, RI 48 miles
Junior Aquarium Careers	Bluff Point State Park, Groton, CT 7 miles	Nautilus Museum in Groton, CT 10 miles
Mystic River Adventure	Mystic Seaport, Mystic, CT via SEAT Bus 1.5 miles	-----
Marine Animals and their Environment	-----	-----
Aqua Camp	Bluff Point State Park, Groton, CT 7 miles	Save the Bay in Providence, RI 48 miles
Environmental Conservation Camp	-----	-----
Week in the Life of a Marine Biologist	Mystic Aquarium, Mystic CT via SEAT Bus 10 miles	-----

# DISCIPLINE POLICY

**You are required to initial that you have read and understand our policy on the camp forms. Take note what is considered as acceptable behavior and explain it to your camper so that our camps will be enjoyed by all.**

**Children attending Summer Camp at the Mystic Aquarium are expected to:**

- Be responsible for their actions
- Respect each other and the environment
- Base all interactions on honesty
- Care for themselves and others around them
- Make appropriate choices for themselves

**Behavior considered to be unacceptable includes the following:**

- Endangering the health and/or safety of a child, staff member, volunteer, intern or animal
- Entering a building, enclosure, or fenced area without permission
- Leaving the program area without permission
- Continuing to disrupt the program in any way
- The use of profanity, vulgar or obscene words and gestures
- Possession of a weapon
- Stealing or damaging property
- Inappropriate touching of themselves or another child
- We have a zero tolerance for bullying, humiliating or degrading. Any camper who is witnessed by staff bullying, humiliating or degrading another camper during camp will be immediately expelled from camp.
- We have a zero tolerance for violence. Any camper who is witnessed by staff purposefully hitting, kicking or causing injury with the intent to harm another camper or staff member during camp will be immediately expelled from camp.
- We are all aware of sibling interactions; please note that in order to be fair to every camper, siblings are expected to adhere to our rules when in camp together.
- Any action which may make another camper uncomfortable

**The following steps will be taken in the event that an unacceptable choice has been made:**

1. All unacceptable choices will be documented on a discipline sheet, including all staff behavior re-directions, discussions with parents, and discussions with the Camp Director.
2. Initially, staff will give a verbal reminder and redirect the camper to a more appropriate behavior.
3. In the event that there is a second incidence of unacceptable behavior, staff will have a private discussion with the camper about the behavior within the sight of another staff. Staff will document the situation to include the problem, possible cause of the problem, and any corrective measures taken. Camp Director will be notified.
4. If unacceptable behavior persists, the guardian will be notified at the end of the day, or sooner if necessary. Staff and Camp Director will ask for input from the guardian in regards to the behavior. Staff and Camp Director will check back with the guardian at the end of the following day to report on behavior.
5. If unacceptable behavior persists, or becomes excessive, and the child continues to disrupt the camp program, the Camp Director reserves the right to suspend the child from the program for a period of time which will depend upon the severity of the issue.
6. If a child's behavior threatens the immediate safety of the individual, other children, or staff, the guardian will be contacted and expected to pick up the child immediately.
7. Expulsion from the program will be considered by the Camp Director on a case by case basis. There will be no refund offered for an expelled camper.