



Camp Handbook

Welcome!

We're so glad you're joining us for camp! Our camps are just a few of the many programs run by Vermont Works for Women (VWW). In the grandest sense, the idea behind our camps is to grow youth who make deliberate, courageous, and empowered choices about life, work, and relationships.

To this end, there are three main areas in which we're aiming to grow at camp, all while having FUN! The first is called GRIT. Grit is the courage and determination to persevere when things are tough, drawing on your inner resources and knowing when to ask for support. The next area we work on is called CONNECTION. That means having strong, supportive relationships with those around you. The third is called EXPANDED POSSIBILITIES. Having a sense of expanded possibilities means knowing that with the right skills, tools, and support, you can overcome obstacles and do anything you set your mind to.

A lot of thought goes into each one of our camp activities. We think you're going to love it! Now on to the nitty gritty details of how to get ready for a great time with us.

Arrival/Departure Time and Procedures

Upon arrival each day, each camper will sign in with a staff member.

At pick up time, a parent/guardian or other individual authorized by a parent/guardian must sign campers out. A camper who has permission to walk/bike or take the bus home alone must sign themselves out before they leave. Please let us know in writing if your camper will take a bus or walk/bike home.

Staff will not be available before 8:30 AM or after 4:00 PM to supervise campers. Please call if you will be late.

If you need to pick your camper up early, you should 1) inform the staff in advance by sending a note or leaving a phone message; and 2) speak with one of the staff to find out where your camper will be when you need to pick them up.

In order to protect each camper's safety, staff members reserve the right to insist that a camper not ride home with a driver they believe is under the influence of alcohol or drugs or is otherwise unsafe. Should this circumstance arise, staff members will contact the parent/guardian or an emergency contact to find an alternative way home for the camper.

Sample schedule:

8:30-9:00 – Drop off and morning activity

9:00-9:30 – Opening activities and games

9:30-10:00 – 'Power Skill' activity

10:00-11:30 – Design/Build shop time

11:30-12:00 – Lunch

12:00-12:30 – Chill time

12:30-1:00 – Games

1:00-3:30 – Design/Build shop time (water and snack breaks)

3:30-4:00 – Closing and reflection

4:00 – Pick-up

Attendance Policy

Camp is on, rain, snow, or shine!

Parents/Guardians must notify camp staff in the event that your child/ward will be absent for the day. Our policy requires that we hear from parents/guardians as to campers' whereabouts. Please call as soon as you know that your camper is not attending so that we won't need to take time away from the program to make phone calls.

It is very important that the campers come to camp every day in order to get the full benefit from the program. If your child/ward is tired or unsure about coming, we ask that you support the process of the program by helping them hold to the commitment to be there each day. Our evaluations show that in pushing through the challenges presented at camp, participants develop a newfound sense of confidence and capability. In short, sticking with it will be worth it!

Camp Visitors

We know we're doing some very cool and unique things at camps, and we know that you would love to see your child/ward in action! However, for the sake of your child/ward having an independent experience at camp, please only come to camp during drop-off and pick-up. The Closing Ceremony on Friday is designed to show you all of our awesome accomplishments from the week and give you time to meet the other campers. We know it's tempting to visit, but please experience camp vicariously through your child's/ward's stories at the end of each day.

What to Bring to Camp

Campers should bring the following to every day of any Rosie's Girls camp: water bottle, lunch (free meal options available by request), appropriate clothing for playing outside, appropriate footwear for playing outside, sunscreen and prescription medication needed during camp with information requested in the 'First Aid and Medical Policy' section.

Feel free to bring a book, journal, sketch book, or other personal item for chill time – but know that there will be plenty to do if you don't!

For **BUILD** camp*: socks and sturdy work boots if you have them (hiking boots with structure are ok), a bandana if you have one

For **WELD** camp*: cotton pants (jeans, cotton pajama pants are ok, leggings are *not*), socks, sturdy work boots if you have them (must be leather), a bandana if you have one

*We provide as needed: work boots, tools, safety equipment (ear protection, eye protection, welding jackets, aprons, gloves, and helmets, bandanas, work gloves, face masks

What to Leave at Home

Campers **may not use** cell phones or any kind of personal electronics during the camp day. Please leave these items at home. If a camper needs to bring a cell phone, it must remain off and in their backpack during the program. If a camper needs to check in at home, they can arrange a time and place to do so with the instructors.

Please **do not bring** caffeinated beverages, soda or candy to the program.

Additional Activities

There are many fun activities in place at camp! In addition to the main technical skill, we also play games, journal, and have quiet time. Furthermore, in an effort to create a safe space for campers to discuss relevant issues, staff lead discussions on sensitive topics such as body image, self-esteem, and healthy relationships. If you have concerns about your child/ward participating in any of these activities, please let us know before camp begins. The workshops are conducted in an age-appropriate, trauma-sensitive manner and participation in these workshops, as with all activities at camp, is entirely optional and up to the individual.

Behavior and Safety Expectations

At the beginning of a Vermont Works for Women program, staff will review with participants the behavioral and safety expectations and will remind each participant of their responsibility to abide by the established safety policies and rules, including but not limited to:

- Participants will participate fully—to the best of their ability—in all VWW activities;
- Participants will follow directions given by staff members, including, but not limited to, requests to protect a participant's own safety or the safety of other participants;
- Participants will treat program facilities and equipment with respect;
- Participants will follow the guidelines in this Camp Handbook;
- Participants will not participate in the verbal or physical harassment of other participants or VWW staff members. This includes, but is not limited to, using offensive language, calling people names and causing physical harm to another individual;
- Use of alcohol, cigarettes (or other tobacco products), and/or non-prescribed drugs by participants is not tolerated and will result in dismissal from the program.

In the event that a participant fails to live up to these behavior and safety guidelines, the staff will act in ways that will be corrective, supportive, and instructive for each individual's needs. Should a concern arise, a staff member will contact the parent/guardian by phone or in person. If a participant's behavior becomes a problem and they fail to abide by the safety guidelines or rules of personal responsibility, VWW staff will ask the parent/guardian to remove the participant from the program for the rest of that day. In extreme cases, a participant may be asked not to return to the program for the remainder of the session. If a participant is removed from a VWW program, we will not refund the participant's tuition payment.

First Aid and Medical Policy

All staff members are trained and certified in CPR, First Aid, and Youth Mental Health First Aid. There is no nurse on the premises.

Staff will make every effort to respond to minor first aid and medical needs of campers, including dealing with the onset of illness, headaches, minor wounds, etc. First aid may include, but is not limited to, the administration of ice, bandages, antibiotic ointment, and pain relievers according to the parent/guardian's instructions on the camper's registration. Be sure to inform staff of particular medical or first aid needs or allergies.

Vermont Works for Women recognizes that participants may require the use of medication during program hours. In the event that your child requires medication during these hours, we require that these procedures be followed:

1. Written instructions regarding medication will be provided to staff and must be signed by a parent/guardian. Written instructions must include:
 - Child's name
 - Name of medication
 - Purpose of medication
 - Dosage
 - Time to dispense
 - Special conditions or instructions
 - Warning signs of conditions, if any
 - Possible reactions that may occur from the medication
2. Medication must be brought in original container and given directly to a staff member.

NO MEDICATION WILL BE GIVEN WITHOUT THE ABOVE WRITTEN INFORMATION, SIGNATURE AND ORIGINAL CONTAINER.

If your child becomes ill during the day, we will attempt to reach you first and, if we are unable to reach you, we will attempt to reach the emergency contact you provided to bring your camper home.

EXCLUDABLE CONDITIONS:

- Lice: Any participant with lice or nits that have been treated is welcome at the program.
- Fever: Participants should remain at home with a fever greater than 99°. The participant can return to the program after they have been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- Vomiting: If a participant has vomited during the night, the participant should not be sent to the program. The participant can return to the program only after being symptom-free for 24 hours.
- Diarrhea: If a participant has had three or more watery stools in a 24-hour period, the participant should be kept home. A participant with diarrhea should stay at home and return to the program only after being symptom-free for 24 hours.
- Colds: Participants should be kept home at the beginning of a cold as this is the most infectious time and when they feel the worst.
- Chicken pox: Participants should stay home until there are no new spots and all old ones are scabbed over. Usually this requires the participant to stay home seven to ten days.
- Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to camp 24 hours after antibiotic treatment is started. Campers with viral infection may return when eyes are clear.
- Cocksackievirus (Hand, Foot and Mouth Disease): The child must stay home during the acute phase/stage of illness while fever or lesions exist.
- Strep Throat: A participant may return to the program 48 hours after antibiotic is started, they feel well enough, and temperature is normal.

Accident and Emergency Policy

In the event of an emergency, our policy is to first call emergency response numbers (i.e. 911). Then we will attempt to locate parents/guardians. Upon the recommendation of the emergency personnel, campers may be taken to the emergency room of the closest hospital for treatment prior to parental contact.

Accident forms will be filled out for any treatment given to campers by the staff member involved so that parents/guardians have a record of the care given. We will keep a copy on file.

Withdrawal and Refund Policy

The camp tuition will be refunded, less the deposit, if a cancellation is received two weeks (fourteen days) prior to the beginning of camp. No refunds will be given within two weeks of the camp's start date, or after camp has started. It is not possible to make any reduction for entering late or leaving early.