



500 Walk Hill Street Mattapan, MA 02126

Dear Families,

Since 2002, Mass Audubon's Boston Nature Center (BNC) has been offering children a safe and exciting experience during summer and school vacation weeks. Children learn while having fun in a beautiful, natural oasis in the heart of Boston. The BNC provides the opportunity to discover the outdoors through exploration, science experimentation, art, and cooperative games in an inclusive setting. Extraordinary BNC Teacher Naturalists and experienced staff members mentor every child to ensure a meaningful experience that will last forever. We are very proud and thankful that you decided to give your child the opportunity to share his/her time with us.

Thank you,

Erin Kelly  
Camp Director

## **BNC Camp and Vacation Week Information and Policies**

Camp telephone #: (617) 983-8500

### **Registration**

Please submit a registration form for each child. Registrations will be processed on a first come, first served basis. We cannot process your registration and reserve a space for your child until a deposit has been received. A **nonrefundable** \$50.00 deposit (or \$25.00 deposit, if income guidelines are met) is required per child, per week. It will be applied to the tuition fee.

**All forms are due by May 15, 2012.**

**Full payment is due by June 1, 2012.**

If your personal situation is such that you cannot adhere to these payment terms, please speak with the Camp Director or Registrar to arrange a payment plan. Please see the Financial Aid Application for scholarship information. If payment and form deadlines are missed, your spot is no longer guaranteed. No camper is allowed in camp unless all forms, waivers and payments are complete. Families who register more than one child will receive a 10% discount per week for each additional child. You will receive a confirmation letter by email. If the program you choose is full at the time your registration is received, we will contact you to see if you would like to choose a different week or be put on a waiting list.

### **Refund and Cancellation Policy**

Camp and School Vacation Week program fees include a nonrefundable deposit. Refunds are not made for dismissal, failure to attend, absence or sick days. All cancellations must be made in writing. Deposits may be transferable to different weeks, depending on availability. Please notify us of any cancellations as soon as possible. The camp fee, less the deposit, will be refunded if cancellations are received at least two weeks in advance and we are able to fill your spot.

### **Membership Discount**

To qualify for tuition discounts you must be a current Mass Audubon member at the \$65.00 Family level or above. If you are unsure of your membership status or would like to become a member, please call Member Services at 781-259-9500 or visit [www.massaudubon.org](http://www.massaudubon.org) to sign up online. You may also purchase a membership with your registration.

## **Health and Medications**

All children are required to have a Health Form, a physical examination (within the previous 24 months) and an immunization record on file before attending summer camp or school vacation week programs. We cannot allow a child to attend if any of these forms are missing or out of date. All prescription medicine needed at BNC must be listed on the physical exam form or be accompanied by a note from the physician. Prescription medicine must be in the original container with the pharmacy label and be within the expiration date (THIS INCLUDES INHALERS AND EPI-PENS). All non-prescription medications require a written authorization note from a parent or guardian and must be in the original container that includes the directions. Please call Erin Kelly, Camp Director, to discuss any medical or other conditions that we need to be aware of to serve your child better.

## **Transportation Policy**

We do not provide transportation to or from BNC. On page 4 of the Health Form, please list the people who are authorized to pick up your child, including yourself, and any emergency contacts, if appropriate. Drop-off time is between 8:30 and 9:30 am, and pick-up time is between 4:30 and 5:30 pm. We very much appreciate your cooperation with the schedule. Please notify us if you plan to arrive late, pick up early, or if your child will be absent. Families that pick up children late will be given one warning before being charged the \$25.00 extended day fee for the current week, with the exception of emergencies.

## **Food and Clothing**

Please provide your child with a lunch, a morning snack, an afternoon snack, and a water bottle. BNC does not provide any food. Please do not send any food that needs to be refrigerated or heated up. Please dress your child according to the weather, as a significant portion of the day will be spent outdoors. We do have air conditioning indoors, and may play water games outdoors in very hot weather. Children must wear closed-toe shoes for their safety and ability to participate in all activities. Participants are encouraged to bring a change of clothes.

## **Sun Protection and Insect Repellent**

Sunblock and insect repellent are recommended. Please instruct your child in self-administration of these products, which we will supervise. These products will be treated as medications. Please provide them in their original containers, labeled with your child's name and age.

## **Our Staff**

Our full-time Teacher Naturalists are highly knowledgeable in the fields of natural history, outdoor education, and leadership. The Teacher Naturalists design "minds-on, hands-on" programs that incorporate Massachusetts State Standards. Our experienced staff members are chosen for their enthusiasm, knowledge, and ability to work with children outdoors. They are dedicated to providing a safe, inclusive, and enjoyable experience for your child. All year-round staff members are certified in first aid and CPR.

## **State Licensing**

The Boston Nature Center summer camp must comply with regulations of the Massachusetts Department of Public Health (105 CMR 430) and be licensed by the local Board of Health. Copies of staff background check, discipline, healthcare, and grievance policies are available upon request.

## **ACA Accreditation**

We are proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized program focuses on program quality and health and safety issues, and requires us to review every facet of our operation.

