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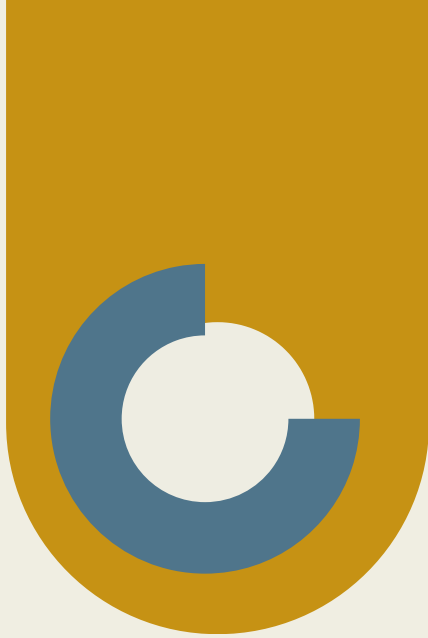


# OVERNIGHT CAMP HANDBOOK

wild  wood

A Mass Audubon Camp for Outdoor Exploration





# Table of Contents

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●	<u>Welcome to Wildwood</u> .....	3
	• Welcome Message	
	• Meet the Staff	
	• Our Mission	
●	<u>Logistics</u> .....	6
	• Sunday Drop-Off	
	• Saturday Pick-Up	
●	<u>Health and Wellness</u> .....	9
	• Immunization Records	
	• Medications	
	• Emotional Health	
	• Hygiene	
	• Insects	
	• Sun Safety	
●	<u>Behavior</u> .....	14
	• Behavior Expectations	
	• Behavior Agreement	
●	<u>Prepping for Camp</u> .....	19
	• Camp Store and Theme Days	
	• Camping Comfy	
●	<u>Day to Day</u> .....	23
	• Schedule	
	• Waterfront	
	• Meals	
	• Lingo	
●	<u>Keep in Touch</u> .....	27
	• Newsletter	
	• Pictures	
	• Mail	
	• Email	
	• Phone Calls	
●	<u>Packing Lists</u> .....	29
●	<u>Getting to Wildwood</u> .....	32
●	<u>Connect with Us</u> .....	33





# Welcome Message



Ashley Ukleja (She/Her)  
*Camp Director*

Hello and Welcome!

My name is Ashley Ukleja and I am thrilled to join you this year as the Wildwood Camp Director. I came to Wildwood from the San Francisco Bay area where I worked as the Camp Director of a local children's museum and relaunched their camp program after COVID. I bring over 15 years of camp experience with me to this new chapter that returns me back to the area where I grew up.

I am so excited to welcome you as part of the Wildwood family in 2025! We are so lucky to be able to take part in a very robust, extensive, 75 year history here at Wildwood and I am ready to make this a historic year for everyone involved. Over 400 people will join us this summer, including international and local staff, overnight campers, teens, and families.

I believe, more than ever, that camp and the community established during each session are FUNDAMENTAL for the growth and development of our young people. Connection to each other and nature while unplugging from the day-to-day creates an environment unlike any other.

I hope you'll read the information in this handbook carefully – you'll find that it will answer many of your questions about camp life, required forms, daily routines, and expectations. It also includes the incredibly important packing list, broken into categories for ease of organizing.

When the lines of communication are open, we can work to ensure that every camper has a positive experience! I look forward to meeting you this summer and making memories to last a lifetime.

All the best,

Ashley Ukleja  
Wildwood Director





# Meet The Team



## Aremi Espinosa (She/Her)

*Assistant Director*

I'm Aremi, I am from Mexico, I hold a Bachelor's Degree in Teaching English as a Second Language, as well as a Master's Degree in Education. This will be my fifth summer working at Wildwood; I enjoy teaching and participating in outdoor activities, my previous years at camp have been wonderful. I Love tacos, chocolate, and pasta. In my spare time, I enjoy crafts, learning new skills, going for a run, and helping others. My favorite color is green, and I love the animals, in particular the turtles.



## Anne Wentworth (She/Her)

*Office Manager/ Registrar*

Anne Wentworth joined the Wildwood team during summer camp 2021 as our Office Manager keeping everything working smoothly (registrations, marketing, vendors, projections, spreadsheets, camp fairs, washing dishes). She was introduced to Wildwood on a Volunteer Day helping the local Boy Scout Troop and fell in love with camp. Her entire family has worked at Wildwood at some point!

She is thrilled that Mass Audubon matches her values concerning wildlife and nature, diversity, inclusion and empowering others. Working in the woods on Hubbard Pond and the zipline at Wildwood are nice, too. Anne is a cat and bird lover, gardener, outdoor photographer, and looking forward to having grandchildren (not too soon).



## Collin Tourgee (He/Him)

*Property Manager*

Collin is our Property Manager at Wildwood. His job is to make sure everybody is enjoying their time onsite to the fullest by providing people with safe and clean environments to grow, learn, and experience nature together. He spends most of his time outdoors with his family hiking, fishing, and swimming. He grew up in the small town of Sharon, 5 minutes from Camp.





# Our Mission



01

## Discovering Science Through Outdoor Exploration

Through nature-based STEAM explorations, children learn and practice science and art skills in a real-world setting. Skills include: critical thinking, creativity, communication, and environmental literacy.

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02

## Nature Play

Children and young adults learn and relax by playing fun and age-appropriate activities. Play fosters independence, imagination, and socialization.

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03

## Building Strong Children

By building friendships, discovering new interests, and trying new activities, children grow socially, emotionally, and physically at camp.

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04

## A Community at Camp

To create a safe and inclusive camp atmosphere, we foster camp staff that are diverse, well-trained, and passionate about camp.



# LOGISTICS



## Arrival and Departure

Arrival and departure at Wildwood will be based on the unit the camper will be living in. If you are dropping off campers in different units, please arrive at the **earlier** time.



- For the health and safety of everyone in our community, pets or other animals may not be brought to camp, even on check-in/check-out days!
- Wildwood staff can make arrangements for family members with limited mobility if we know in advance. Please speak with the office at least 3 days prior to your arrival to prepare.

## TIMING

UNIT NAME	ARRIVAL TIME SUNDAY	DEPARTURE TIME SATURDAY
Carson & Leopold	1:30pm	9:30 am
Fossey & Thoreau	2:00pm	9:30 am
Teen Adventure Trips	1:00pm	9:30 am
ELP & CIT	1:00pm	9:30 am

## LATE ARRIVALS

Please alert the camp office if your camper will arrive later than 3 pm on Sunday. If you have not arrived at camp, and we have not heard from you, we will call you to find out your camper's arrival status.





# Sunday Drop-Off

1. As you enter, you will be greeted on the road by staff and given a temporary name tag with unit and cabin name, and colorful luggage tags.
2. Park,
3. Attach luggage tags to your camper's luggage. Have camper put on nametag.
4. Drop off luggage on the tarps by unit signs. Each unit has an assigned color (see color key below)
5. Check in by the white tents.
  - Tent 1: Healthcare- Drop off medications or talk with the nurse.
  - Tent 2: Camp Store – Add money to your camper's account.
6. Take your child to the Unit Counselors
  - Families will say goodbye in the parking lot and campers will go to their units all together with their counselors. Counselors will be wearing the same type of nametag with matching color.

## COLOR KEY

Your camper will be given a specific color coded set of tags for their luggage and a nametag with the same color. The below color key will help you identify which site your camper will be in at camp.

CARSON

FOSSEY

LEOPOLD

THOREAU

GOODALL

DILLARD

# SATURDAY PICK-UP

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## Saturday Morning

1. Families should arrive at Wildwood between 9:30 – 9:45 am.
2. A staff member will meet you at the camp entrance and direct you to the parking area.
  - a. If it is raining, we may ask you to load your camper's luggage into your vehicle as soon as you arrive. On a sunny day, we ask that you and your camper load luggage together, because campers may have extra items you won't recognize!
3. Walk down the path towards the lake (there will be staff available to guide you), grab a snack from the dining hall, and head to the amphitheater for our goodbye ceremony.

We are excited to invite our families back into camp for Closing Ceremony. Each age group will share songs, talents, skits and experiences from the week. We will end our camp session as one big community.

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## Check the Lost & Found

- Campers' clothing, linens, possessions, and luggage should be clearly labeled with first and last names. Counselors may label any unlabeled items a camper brings to camp. Wildwood staff members make every effort to reunite lost items with campers both during and after camp including emailing families to arrange returns and postage fees. Please check our collected Lost & Found on your way out of camp to identify anything that your camper may have missed. Unlabeled and unclaimed items that cannot be used at camp are donated to a charity organization in the Fall.
- 

## CHECK OUT

- As you walk back to your car, please check Lost and Found items next to the camp store.
- Close out your camp store account (you can also call us any time after the session)
- Get in your vehicle and head down the road.
- Pick up medications from the nurse.
- Have your ID ready to show camp staff as you exit the gate. Your camper will only be released to the designated pick-up person listed in Camp Doc. Last-minute changes can be made by emailing the camp office. We do not accept verbal pick up additions.





# HEALTH AND WELLNESS

Safety is our biggest priority for all those involved in our camp program. To help ensure everyone stays as healthy as possible, we employ a Camp Nurse for our camp sessions and have the following policies for all campers:

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## Camper Health History

- Each camper must have a current Health History, completed no more than 6 months prior to the camper's registered session, on file prior to arrival at camp.
- Complete this form carefully and thoroughly using CampDoc, our online health form submission program.
- Record of Physical Exam and Health Care Provider Recommendations – New Hampshire and the American Camp Association requires that all campers have documentation of a physical health examination conducted by a clinician within the 12 months prior to the camper's registered session. You may submit a signed form from your doctor instead of completing the form Camp Doc provides. Ensure that all prescription medications have a written, signed medication order. All forms can be uploaded into your CampDoc profile. Profiles will be locked 2 weeks prior to your child's session.
- Please note restrictions in their health profile on CampDoc to ensure availability. If a camper has an anaphylactic allergy, please include a copy of the camper's allergy action plan, signed by the prescribing physician, with the camper health history. Contact the Wildwood Office if the camper doesn't yet have a written action plan, so you can prepare one before camp. If your camper's program takes place off-site (i.e. Teen Trips, Intersession), we cannot guarantee that all public facilities are free of peanut/ tree nut products.
- Your camper's final acceptance is dependent upon receipt and approval of all completed medical forms.
- Family Camp participants must provide a complete health profile in CampDoc for each family camper and are not required to submit proof of immunizations or a physical exam.

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## Current Immunizations Required

- Wildwood follows immunization requirements set by the New Hampshire Department of Health and Human Services which licenses New Hampshire camps. Minimum requirements are below. A Mantoux skin test for tuberculosis is not currently required by Wildwood.
- 1. Documentation of at least the initial immunization against hepatitis B for children born on or after January 1, 1993;
- 2. One dose of measles (live), mumps, rubella (MMR) vaccine given at, or after, 12 months of age; and all students in grades kindergarten through 12th shall have received 2 valid doses of measles, mumps and rubella (MMR) vaccine.
- 3. Four doses of trivalent polio vaccine, unless the third dose of an all-oral polio vaccine (OPV) or all inactivated polio vaccine (IPV) series has been administered after the fourth birthday, in which case only 3 doses are required, except that a polio vaccine shall not be required for persons over 18 years of age who do not have documentation of previous immunization.
- 4. Five doses of diphtheria, tetanus, pertussis (DTP), or diphtheria, tetanus, acellular pertussis (DTaP) vaccines, unless the fourth dose has been administered after the fourth birthday, in which case only 4 doses are required:
  - a. When pertussis vaccine is medically contraindicated, diphtheria-tetanus toxoid (DT) shall be substituted for DTaP vaccine;
  - b. When a child is between 7 and 10 years of age and requires additional immunizations, tetanus-diphtheria toxoid (Td) shall be substituted for DTP, DTaP, or DT vaccine;
  - c. A child 11 years of age or older shall receive a booster dose of tetanus, diphtheria acellular pertussis (Tdap) vaccine if has been 5 years or longer since the last documented dose of a tetanus toxoid containing immunization, except if the child has a medical contraindication to pertussis vaccine, in which case the child shall receive Td; and
  - d. For children 7 years of age or older, a minimum of 3 or 4 doses, with the last dose administered after age 4, of diphtheria, tetanus, pertussis (DTP), diphtheria, tetanus, acellular pertussis (DTaP), or Td vaccines, or a total of 5 doses; and
  - e. One booster dose within the last 10 years.



# HEALTH AND WELLNESS

## Current Immunizations Required (cont'd)

5. Varicella (Chicken Pox) Grades K-12 two doses. The first dose must be on or after the 1st birthday.

6. Not required- For tuberculosis, Mantoux skin test documentation, the medical staff shall develop a policy which takes into consideration the latest revision of the tuberculosis control program tuberculosis skin testing recommendations for schools and day care centers from the Department of Health And Human Services, Bureau Of Communicable Disease, unless superseded by legislation or administrative rule which mandates the protocol for screening for this disease.

Medical and religious exemptions to the immunization schedule have specific requirements. More information is available at: <http://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>.

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## Health Insurance and Outside Medical Costs

All campers are required to provide proof of health insurance. Mass Audubon does not provide secondary medical coverage. The Camper Health History in CampDoc must contain health plan information and include a copy of the front and back of your family's or camper's health insurance card(s). If a camper requires outside medical care, the camper's insurance information will be submitted to the service provider. Parents/guardians are responsible for paying the costs of any outside health care and prescriptions. For campers without health insurance, contact the Wildwood office today.

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## Medications

- All prescription and non-prescription medications must be submitted to the Camp Nurse during check-in. They must be kept in their original containers, must be unexpired, and must be fully documented on the Camper Health History, the Record of Physical Exam and Health Care Provider Recommendations, and/or documented in a signed letter, prescription, or form. Do not pre-sort medications (daily doses)!
- Wildwood's Health Center is well-stocked with common, non-prescription medications including acetaminophen, ibuprofen, cough drops, and antihistamines. It is unnecessary to bring a supply of these kinds of medications. Please call if you have questions about non-prescription medications that we keep on hand (listed on the Camper Health History).
- The Camp Nurse and/or designated senior staff member will keep and dispense all medications at camp during meals, at bedtime, or at other specified times. When campers participate in an off-site trip, a designated senior staff member will keep and dispense medications as instructed by the Camp Nurse.
- Wildwood is required to keep complete, printed, digital health records for each camper during off-site trips or overnights. Medications and forms are stored securely and managed by a trained senior staff member.
- If a camper always needs to carry their asthma inhaler or epinephrine auto-injector (EpiPen), parents/guardians must send a second inhaler or auto-injector to be kept by the Camp Nurse in case of an emergency. Campers and staff members will report any use of an auto-injector or non-routine inhaler use to the Camp Nurse, so that appropriate follow-up care and monitoring can be provided.
- During Family Camp, adults in each family keep and dispense all family group medications.





## Medications (cont'd)

- Prescription medications must have its original pharmacy label showing the patient's name, the prescription number, date filled, physician's name, name of medication, directions for use, and expiration date.
  - Our Standing Medical Orders and the New Hampshire Nurse Practice Act require that our Camp Nurse have a prescriber's signed, written order before dispensing any prescription medications, including epinephrine auto-injectors or asthma inhalers. The prescription label does not fulfill this requirement.
  - Your camper's prescriber(s) must list prescription medications to be given at camp, including dosage and instructions for administering, on the signed Record of Physical Exam and Health Care Recommendations, on a separate signed health form from the prescriber, or in a signed letter, prescription, or asthma/allergy action plan. If a camper is trained to carry and use his/her own epinephrine auto-injector or inhaler, the prescriber should document this and sign on page 2 of the Record of Physical Exam and Health Care Provider Recommendations. All forms should be uploaded into the CampDoc camper profile.
- Non-prescription medications (e.g., daily allergy medication, vitamins, or antacids) must also be kept in the original containers bearing the recommended dosage, directions for use, and expiration dates. Please consider leaving vitamins or non-prescription, rarely needed medications at home so that Camp Nurses can give prescription medications on time.
- If your camper's medications change before camp starts, you will need to submit updated documentation from the prescribing physician.
- If left behind, we cannot mail medication back to you.

## Staying Healthy at Camp

- The health and safety of campers and staff is our priority. Wildwood's health care policies meet or exceed standards set by the American Camp Association, Mass Audubon, and the state of New Hampshire.
- Our health care team includes a registered nurse, inclusion specialist and health care assistant who live on site in the health Center during camp and an on-call pediatric practice for consultation and emergencies.
- Monadnock Community Hospital is in Peterborough, NH, approximately a 20-minute drive from camp.
- Campers who may need to seek medical assistance of a lesser degree will be taken to Heywood Urgent Care in Gardner, MA.
- All staff members hold current First Aid, CPR, AED, and other applicable health care certifications or licenses as required by their position.





# HEALTH AND WELLNESS

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## Communications with Parents/Guardians



- The Wildwood Director, Camp Nurse, or other senior staff member will contact parents/guardians if their camper needs to spend the night in the Health Center, requires outside health care or emergency care, or if they have any questions regarding a camper's health.
  - If a camper becomes ill at camp, has a contagious condition (including head lice), or has a condition that could be aggravated during regular camp activities, camp staff will call you to consult and may ask you to pick up your camper and seek treatment.
  - Once a camper is healthy again, they may return to the program with the approval of the Wildwood Director.
- 

## Emotional Health and Missing Home

- It's natural for campers of all ages to miss their families, friends, and homes when they find themselves in a new environment, particularly if it is the first time away. Please do not be alarmed if your camper's first letter suggests homesickness. Symptoms usually disappear within the first day or two of camp, as campers begin to make new friends and become familiar and comfortable with their new surroundings and routines. Your camper may be fine by the time you read that letter!
  - If your camper has felt unwell in the days before camp or has a fever of 100°F or higher, we'll ask you to keep your camper at home until they have been fever-free for 24 hours. Similarly, if your camper experiences vomiting or diarrhea in the 24 hours before camp, we'll ask you to keep your camper at home until 24 hours after the symptoms have subsided. Just call the Camp Office at 603-899-5589 to consult and to plan for a later arrival, or an alternate session, if needed.
- 

## Hygiene

- Campers are expected to care for themselves by getting plenty of sleep, eating healthfully, drinking plenty of water, and maintaining personal hygiene (showering and changing into clean clothes regularly, brushing teeth, washing hands often, using sunscreen & insect repellent appropriately, and checking for ticks). Each unit has several shower times scheduled during the week. Wildwood staff will model expectations and provide gentle reminders, but families should set expectations regarding changing clothing and personal hygiene before the camper arrives at camp. Coach your camper to tell an adult if they are hurt, feeling ill, or have noticed an unusual symptom.
- Review with your camper the importance of frequent handwashing; not sharing items like eating utensils, water bottles, or hairbrushes; and how to apply sunscreen and insect repellent; appropriately checking his/her body for ticks; and telling a staff member if they are feeling unwell.







## Insects

- Wildwood recommends that campers use insect repellent and take precautions such as wearing long pants, socks, and long sleeve shirts to prevent insect stings and bites (tick). Please send an insect repellent appropriate for your camper and teach him/her to apply it. Wildwood staff will remind campers to take insect and tick precautions, and to check their bodies regularly. Please check your camper for ticks upon their return home. Ticks may transmit disease after 24 hours of being attached. For more information on insect- or tick-borne illnesses, visit <http://www.mass.gov/dph/cdc> (choose “Public Health Factsheets” from the Publications section at the lower right). And look at: <https://tickfreenh.org/>
- We encourage campers to wash their hands carefully after applying insect repellent, so that reptiles, amphibians, and insects studied in camp activities are not harmed.



## Sun Safety



Wildwood recommends that all campers and staff use sunscreen and use sun precautions such as wearing protective clothing and hats, taking advantage of shade, and staying hydrated. Please send sunscreen that is appropriate for your camper and teach him/her to apply it. Provide enough to apply several times a day. Wildwood staff will remind campers to apply sunscreen regularly and to take other sun protection precautions.



# BEHAVIOR EXPECTATIONS

## OUR PHILOSOPHY

Camp is a place where children can learn and grow socially and emotionally. When a camper forgets a rule or struggles with a behavior standard, it should be approached as a learning opportunity. We want every camper to have a successful experience at camp, and staff can support this goal through positive behavior management. For campers requiring additional support, the Adventure Trek Coordinator will work with parents/guardians to best meet the needs of the camper in a safe manner.

## WHAT IS POSITIVE BEHAVIOR MANAGEMENT?

Positive behavior management at Wildwood focuses on three elements that support behavior:

- **Supportive Atmosphere:** Staff are to create a supportive atmosphere that encourages children to understand and follow rules independently.
- **Behavior Tools:** Staff are to teach children to solve conflicts and misunderstandings through communication and self-regulation of emotions.
- **Consistent Rules:** Staff are to follow the rules and steps provided by Wildwood to handle discipline issues.



# BEHAVIOR AGREEMENT

Wildwood is a safe, caring community where individual differences are valued, where people are supported in reaching their goals and accomplishing challenges, and where everyone can have fun. Because creating such a community requires the commitment of all participants, we ask everyone to agree to the behavior expectations listed below. Campers and parents/guardians should review and discuss these guidelines together.

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## I WILL SHOW RESPECT FOR OTHERS

- I will respect other people's ideas and values, even if they are different from my own.
  - All of my actions and language will have a positive impact on others in the Wildwood community.
  - I understand that any behavior that could harm (physically or emotionally) a camper or staff member, or which is disrespectful, is unacceptable in the Wildwood community.
- 



## I WILL SHOW RESPECT FOR MYSELF

- I will take care of myself by getting plenty of sleep, by eating well, and by maintaining my personal health (by showering and changing into clean clothes regularly, brushing my teeth, washing my hands often, using sunscreen & insect repellent when needed, checking myself for ticks, telling an adult if I am hurt or unwell, etc.)
  - I will make the most of learning opportunities at Wildwood by participating fully in camp activities, and I will try new things and have a positive attitude.
  - I will not allow exclusive relationships (like those with friends from home or school) to prevent me from getting to know other people at camp, or from including others in activities.
  - I will stay with a buddy when moving around camp and always ask a counselor before leaving the group.
- 



## I WILL SHOW RESPECT FOR THE ENVIRONMENT AND CAMP FACILITIES

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will not bring my cellular phone, music player, video games, radio, or any other electronics to camp, because they detract from enjoyment of, and interaction with, others and with the natural world.
- I will be sensitive to the environment. I will practice "Leave No Trace" ethics and tread lightly on the land. I will pick up litter, stay on trails, and not damage or remove anything from the environment.
- I will take care of Wildwood's facilities, program supplies, and equipment. I will put equipment away when I finish using it and will leave an area I better than I found it.



# BEHAVIOR AGREEMENT



## I WILL SHOW RESPECT FOR EVERYONE'S HEALTH AND SAFETY

- I understand that the possession and use of tobacco, alcohol, or illegal drugs is prohibited. I will not have/use these at camp.
- I understand that fireworks, firearms, pocket knives, and other weapons are not allowed. I will not bring these to camp.
- I will abide by all safety standards explained by the staff.
- I understand that ALL campers must be in their living units/sleeping areas from lights out until activities begin the following morning, unless under the direct supervision of camp staff. I will stay in my living unit/sleeping area at night.
- I understand that physical and emotional bullying or violence will result in my immediate dismissal from camp. If I am dismissed from camp, my tuition is forfeited, and my parent/guardian is responsible for picking me up immediately. My behavior at camp will not include violence or bullying.

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If a camper has difficulty following Wildwood's behavior expectations, Wildwood staff will remind the camper of expected behavior, review the Behavior Agreement above, and discuss ways staff members can support the camper in making necessary behavior improvements. If a pattern of inappropriate behavior continues, Wildwood staff will work with the camper to set specific, appropriate behavior goals and outline consequences for continued inappropriate behavior. Wildwood staff may ask parents/guardians for suggestions to help improve behavior or create a written behavior contract.

Continued inappropriate behavior or severely inappropriate behavior (such as physical or emotional violence, bullying, or possession of prohibited items) will result in immediate dismissal from camp and forfeiture of camp fees. The parent/guardian is responsible for picking up a dismissed camper **IMMEDIATELY**.

We ask BOTH the camper and the parent/guardian to sign the Behavior Agreement section in the CampDoc forms to confirm that you have read this document together and acknowledge and accept the responsibility to meet these behavior expectations.







# BEHAVIOR STRATEGIES

Before coming to camp, family members provide information about camper's needs to camp staff and/or the Camp Director. Camp staff may contact a family to discuss best strategies to meet camper's needs during their session. Any previously known behavior issues that may affect a camper's participation should be shared with the camp before the session begins. Failure to disclose information may result in grounds for termination.

Camp staff are trained to proactively manage behaviors within each group. Some strategies staff use include:

- Reinforce positive behavior through praise
- Provide ample warning to campers prior to transitions
- Clearly state behavior expectations through group agreements and visual tools
- Provide daily schedules through group check ins and visual tools

When campers struggle with the behavior expectations set for them in the Camper Code of Conduct, camp staff will follow one or more of the steps on the following page, depending on the situation. Camp staff may try a step multiple times.

## Prohibitions when Managing Behavior

In accordance with the State of Massachusetts Minimum Standards for Recreational Camps for Children:

- (1) Corporal punishment, including spanking, is prohibited;
- (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- (3) No camper shall be denied food, water or shelter; and
- (4) No child shall be punished for soiling, wetting or not using the toilet.

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## TERMINATION FROM CAMP

Mass Audubon camps recognize the various needs of campers at different ages and stages of development, and that campers must be treated individually. The family will be notified of issues leading to a child's termination from a Mass Audubon camp. Mass Audubon reserves the right to dismiss any camper whose actions or behaviors jeopardize the overall health and goals of the camp, including campers requiring routine, on-going one-on-one attention and direction related to behavioral issues. Mass Audubon also reserves the right to dismiss any enrolled participant whose actions interfere with the successful operation of the camp. Repeated failure to comply with camp rules and/or procedures will result in dismissal. No refunds will be given for behavior-based termination of participation.

Any camper whose behavior seriously threatens the emotional or physical safety of themselves or others may be suspended, for an initial period of up to 2 days. During the period of suspension, the Camp Director, camp staff, and the family will further evaluate to determine whether it is appropriate for the camper to return to the camp.

Examples of behavior that may warrant immediate suspension include:

- Physically attacking or threatening another child, themselves, or an adult.
- Documented harassment of another child, including the use of discriminatory language on the basis of "race, gender identity, sexual orientation or disability."
- Due to a child's dangerous behavior, an emergency physical restraint is used on the child to protect themselves or others from imminent serious physical harm.
- Leaving the camp site without permission of the staff (includes leaving the sanctuary grounds or leaving the immediate vicinity of an outdoor activity without permission of camp staff).

The camp reserves the right to allow provisional reentry into the camp or to proceed with the termination of the camper's enrollment. No refunds will be given for behavior-based termination of participation.



# BEHAVIOR STRATEGIES



Step #	Leader Response	Consequence
1	Reminder of the rule	Discussion of why behavior was inappropriate and possible options.
2	Reminders of the rule, plus short break. Take notes on a behavior incident report. Camp Director or designee may have a brief check-in with family in person or via a call.	Take a break for up to 15 minutes. Reminders of the rule, discussion of why behavior was inappropriate, and possible options.
3	Discussion with the camper about the rules of camp. Update the Camp Director or Assistant Director on the steps taken so far. Supervise camper during longer break. Add to incident report. Camp Director or designee updates family.	Camper will take a longer break which may include an entire activity. Reminders of the rule, discussion of why behavior was inappropriate, and possible options.
4	Camper will be brought to the Camp Director or Assistant Director for a discussion. The Camp Director or Assistant Director will speak with the family about behavior contract.	The camper will be asked to reflect on the discussions about behavior and begin a behavior contract.
5	The Camp Director and other Leadership staff (Director of Camps, Education Manager, Regional Director) will discuss possible dismissal of participant from the camp and speak with family.	The family will be called. Behavior contract is reviewed. Possible dismissal.



# PREPPING FOR CAMP



## Before they leave for camp:

- Have your camper try out different overnight situations: sleeping in a sleeping bag in another part of the house, staying overnight at a friend's or relative's home, or sleeping outside with a friend or sibling in a tent.
- Talk about common "homesick" situations, and brainstorm what to do if a camper has trouble falling asleep, wakes up at night, sees/hears something that reminds them of home, etc.
- In the weeks before camp, encourage independence in completing personal care tasks, keeping track of belongings, and packing bags and backpacks – this will help your camper prepare to do the same at Wildwood!
- Please do not make a "pick-up deal" with your camper or help hide a cell phone to be used "just in case" – this suggests to your camper that you're worried that they won't succeed at camp and will make it more difficult for your camper to have a successful experience!
- Reassure your camper that they can still participate in and enjoy camp activities, even if they sometimes feel homesick.
- Overcoming homesickness and achieving independence are important and sometimes difficult challenges for campers (and their families)! Campers are most successful when families and Wildwood staff work together to support them in following through on their decision to be at camp.
- The American Camp Association website for parents/guardians, [Campers & Families | American Camp Association \(acacamps.org\)](https://www.acacamps.org), is a great resource to help families and their campers prepare for camp.

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## Camp Store

- Parents can set up their campers Camp Store account by calling the camp office prior to your session, or bring cash, check, or credit card on check-in day. During camp, camper purchases can be made only through Camp Store accounts.
- We ask that campers not carry cash, checks, or credit cards while at camp. Campers may visit the Camp Store several times a week during Open Activity Time (OAT).
- Families may visit the Camp Store on check-out day (cash, checks, or credit cards will be accepted that day).
- Please discuss how much money, if any, you will place in your camper's store account and expectations for what your camper may purchase. The following items are usually available in the Camp Store, although we cannot guarantee inventory:
  - Clothing: T-shirts, sweatshirts, shorts, socks, hats
  - Souvenirs: carabiners, stuffed animals, blankets, crazy creek chairs
  - Outdoor Supplies: water bottles, identification guides, field bags, bandanas
  - Writing Materials: pens, pencils, stamps, journals
  - The Camp Store does not sell food!



# PREPPING FOR CAMP

## Camp Store (cont'd)

- Let your camper know that they can ask Wildwood staff or the nurse for urgently needed personal care or other items. We can fill urgent needs quickly, if we know about them!
- At the end each session, parents/guardians may request a refund of their Camp Store account balance. Please consider donating Camp Store balances to the Wildwood Scholarship Fund!



## Clothing:

- ALL clothing and possessions should be clearly labeled with first and last names.
- We encourage you to consider New Hampshire's changeable weather and rough terrain, as well as the inherent nature of camp activities.
- Camp is informal, and campers and staff often wear shirts for a day or two, shorts or pants for several days. We guarantee that clothing (and the campers wearing it) will get dirty!
- Please do not pack brand-new or very valuable clothing, towels, or equipment to camp. If campers bring inappropriate clothing (such as clothing with inappropriate slogans, revealing bathing suits, etc.), Wildwood staff will ask them to keep those items packed throughout their session.

## Special Events and Theme Days

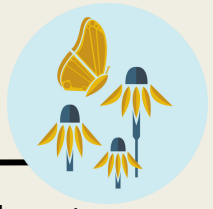
Each session we have a extra fun, out-of-the-ordinary day. Campers are encouraged to bring a costume or other themed attire for your session's event. It is not necessary to purchase special items for these days.

Session 1 June 22- June 28	Color Party: bring a white t-shirt/shorts that can get color on it
Session 2 June 29- July 5	July 4 <sup>th</sup> : Bring red, white, and/or blue to wear!
Session 3 July 6- July 19	Mythical Beings: dress like anything mythical AND Halloween Fun
Session 4 July 20- July 26	Decades Day- dress like your favorite decade from any century.
Session 5 July 27- August 2	"Ready for my Close-up": Dress like your favorite famous person





# CAMPING COMFY



Wildwood offers a variety of housing options that we assign based on age group and enrollment numbers. All units have been cleaned and sanitized prior to campers' arrival. Daily cleaning and upkeep of each camp site will be done daily by each individual unit.

## Luggage

- To keep cabins and tents neat and clutter-free, we ask campers to tuck their luggage under their bunks. Clearance under the bunks is about 10-12 inches. Please pack belongings in a suitcase, duffle, or storage container that will fit under a bunk, if possible. (Under the bed plastic containers work well).
- Bring a school-size backpack, to hold a raincoat, water bottle, and the "7" essentials to carry daily.
- Teen trip participants have separate packing guidelines that are emailed separately.
- For transporting, it is helpful if all belongings (including pillows and sleeping bags) fit into one or two pieces of luggage (clearly labeled) that close securely and that the camper is able to repack their belongings into.
- It's important for a camper to know what his/her luggage looks like, and what's inside of it, so there are no surprises during unpacking.

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## Living Units

- Housing at Wildwood is simple and rustic. Each cabin or tent generally houses 4-7 campers and 1 counselor and a CIT. Each living unit is supervised by a unit leader and contains 3-4 cabins or tents.
  - 10-11 year-olds live in cabins with electricity.
  - 12-13 year-old girls, and gender non-conforming campers, live in wooden Adirondacks without electricity.
  - 12-13 year-old boys and gender non-conforming campers live in screened platform canvas tents.
  - 13-14 year-old campers, live in screened canvas platform tents without electricity.
  - 15-17 year-old teens live in Yurts without electricity.
  - Teen Trips will be in cabin sites or yurts.
- Campers sleep in bunk beds. Top bunks have bed rails. Every bed has a twin-sized long mattress. Please send a fitted sheet to cover the mattress, an extra sheet or light blanket for warm nights, and a warm sleeping bag for cooler nights.
- Each living unit has portable toilets (primarily for night and early morning visits) and an outdoor sink for handwashing/tooth-brushing. Each living unit also has a fire pit, benches, and picnic tables.
- The Shower House has sinks, composting toilets, and individual shower stalls with private dressing areas. It's located near the playing field, Health Center, and office. Each unit has scheduled showers several times per week. There are also flushing toilets at Carson and next to the Dining Hall.



# CAMPING COMFY



## Housing Assignments

- Overnight camp cabin and tent assignments are made shortly before the camp session begins. Assignments are based on gender identity, birthdate, and campers' buddy requests. Some beds are pre-assigned by Wildwood staff members to accommodate any specific needs. Units may be assigned differently or may be combined if an age group is particularly large or small.
  - Teen Adventure participants stay with same gender identifying campers in camping tents throughout their trip, including nights spent at Wildwood.
  - Family Camp participants are housed as one family group per cabin, yurt, adirondack, or platform tent (counselors live in separate quarters during Family Camp).

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## Buddy Requests

- For overnight camp, if campers wish to be assigned to the same cabin or tent in a unit with a buddy, each camper should note this at registration. Although we cannot guarantee placement, we strive to accommodate requests. Friends/siblings who are several years apart, or of different genders, will have opportunities to be together during OATs, lunch, and during most camp activities.
- We encourage campers and parents to remember that making new friends, as well as spending time with old friends, is an important part of the Wildwood experience, and that exclusive relationships can detract from everyone's enjoyment of camp.





# TYPICAL DAILY SCHEDULE

Although every day is different, the layout of camp days stays relatively the same. Below is an example of a possible camp day for your camper:

\*All time slots are subject to change based on weather, staffing, etc.

Time	Description
7:00 AM	PBJ* (optional)
8:00-8:45 AM	BREAKFAST
9:00-9:50 AM	UNIT TIME
10:00-11:50 AM	NATURE GROUPS
12:00-12:45 PM	LUNCH
1:00-1:50 PM	SIESTA
2:00-3:50 PM	DISCOVERY GROUPS
4:00-5:15 PM	OPEN ACTIVITY TIME
5:30-5:45 PM	UNIT TIME
6:00-6:45 PM	DINNER
7:00-8:00 PM	EVENING PROGRAM
8:30 PM	RETURN TO CAMPSITE/EMBERS





# ON THE WATERFRONT

Wildwood offers a variety of water activities including kayaking, canoeing, stand-up paddle-boarding, sailing, and swimming for recreation and exploring the habitats around Hubbard Pond. We may limit waterfront use at any time, based on weather or other factors. For everyone's safety, we use a check-in/check-out "buddy board" system.



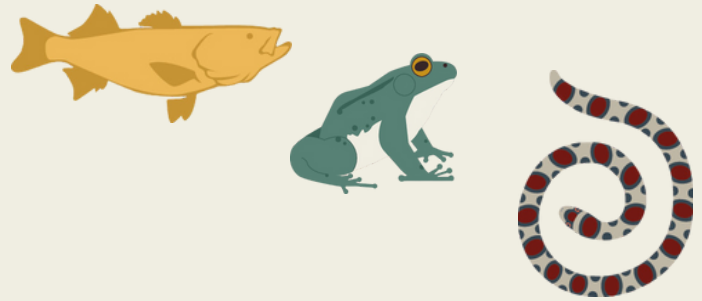
## Swim Check

All campers and Teen Trekkers take part in a waterfront safety orientation and a required swim check on the first full day of the session. The swim check determines where they may swim. Swim Check Tasks (for participation in aquatics activities) includes:

- Swim four lengths between the east and west docks (Fish Swim Area) without stopping, using breaststroke or front crawl.
- Tread water for three minutes.
- Swim underwater and retrieve sand/stone from the bottom of the pond in the Fish Swim Area (about 6' deep).

Swim Levels are identified as:

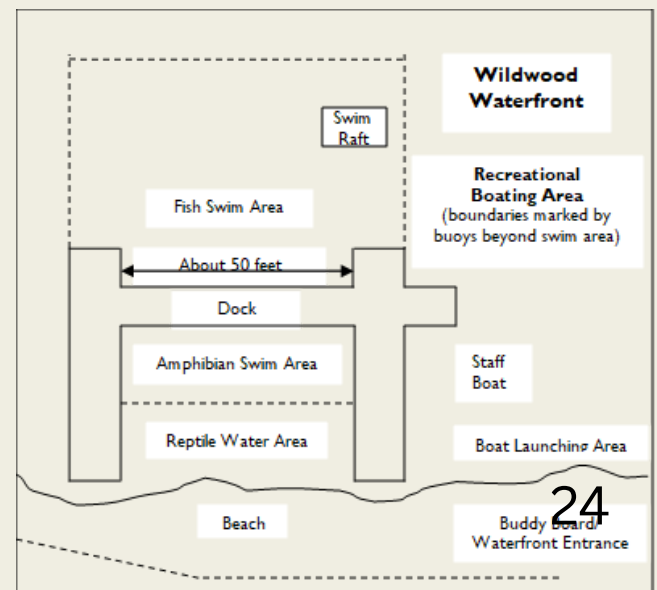
- **Fish** - strong swimmers, may swim in any area.
- **Amphibian** - beginning swimmers, may swim in area between the first buoy line and cross dock.
- **Reptile** - Non-swimmers. and those that have not taken a swim test can be in the reptile water area during OATs.



Campers can ask waterfront staff to recheck their skills during OATs anytime during the session. While Wildwood does not offer swimming lessons, beginning swimmers (or non-swimmers who want to develop their swimming) may arrange to work with a staff member. Swimmers may wear a lifejacket to swim in an area above their level.

## Boating

Sailing, canoeing, kayaking, corcl boats and stand-up-paddle boards are available throughout your campers' session. Everyone wears a PFD (lifejacket) during all boating activities. We offer recreational boating during DGs and OATs whenever possible. While we make sure that every camper has an opportunity to participate in boating, we cannot guarantee participation in a particular boating activity (limited by the number of crafts we have). We encourage campers and their families to remember that waterfront activities are only one part of camp's variety!





# MEALS AND SNACKS

- Wildwood is completely tree-nut and peanut free.
- Wildwood's kitchen is managed by a contracted food service company. The Kitchen crew work at Franklin Pierce University during the school year.
- There is a hot option at each meal.
- A fresh salad bar accompanies lunch and dinner.
- We offer vegetarian, vegan and gluten free options at all meals and can accommodate other dietary requirements as well.



- Snacks are available mid-afternoon, and occasionally as part of an evening program.
- Most meals are served family style.
- Campers take turns setting the table, bringing serving dishes, and cleaning up the table and dining hall after each meal. Campers sit with their cabin/tent groups during breakfast and dinner and have the opportunity to sit with friends from other units during lunch.
- Please do not hide food or candy in luggage or care packages. We have many wild animals at Wildwood, and we prefer to keep them out of the living units!
- If your camper needs special additional foods for a medical reason, bring those foods to camp in their original packaging, inside a sealable container labeled with your camper's name. We will store these foods in the Dining Hall or Health Center, NOT in your camper's living unit!
- Ensure that any food brought to camp is free of peanuts or tree nuts, or traces of these.
- Because each camper's needs are different, we ask that you thoroughly explain special food needs on the CampDoc forms, and that you discuss those needs with the Wildwood Director prior to your camper's session.

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## Birthdays at Camp



Wildwood Camp will sing a song to celebrate a camper's birthday; there is also a special chair raise for campers that would like to take part in. (We do get a camper's consent before doing either of these celebrations). Camp will also give your camper a special birthday cupcake, and the camper can call home for a quick 5-minute phone call (if the camper would like to. It's not required and only if the camper is emotionally stable enough to do so).





# CAMP LINGO



## Pre-Breakfast Jaunt (PBJ)

On most mornings, a Pre-Breakfast Jaunt (PBJ) is offered before breakfast for early risers. PBJ's can include a "polar bear swim", boating, bird/nature walk, morning stretch, or other activities.

## Nature Groups (NG)

Each morning, campers will rotate through a variety of natural history subjects including wetland ecology, forest ecology, kayaking, gardening, birding, bugs, outdoor skills, and sustainable living.



## Discovery Groups (DG's)

Each day, campers sign up for their two preferred Discovery Groups, which span a range of topics from crafts, waterfront, ropes course, archery, sports, games, and special projects. DG's are one hour each. A variety of DG's are offered every day.

## Open Activity Time (OAT's)

Free period of time where Campers can enjoy supervised activities in a number of places, including the waterfront, the playing field, the Camp Store, the Nature Center, the Chill Zone and the Arts & Crafts Center. They may switch activities with a buddy or larger group of friends.



## Evening Program (EP)

In the evening, campers can look forward to an Evening Program with their living units, with all-camp games, campfires, or campers and staff performances and presentations.

## Siesta

Every day after lunch, everyone returns to their living units for Siesta, a 45 minute to one hour of rest and relaxation time. Campers can read, write letters, take a nap, or enjoy other quiet activities.



# KEEPING IN TOUCH



## Camp Newsletters

- This summer, the camp leadership team will be sending out Camp newsletters throughout the camp week. These will be sent via email and will include some fun details of what each group has been up to.



## Camp Pictures

- In our parent newsletters, we will send out links to SmugMug your camper's session of camp. To protect privacy, these photos will only be accessible through a passcode sent out in the newsletters.
- Instagram: Check out our Instagram for updates and weekly posts about what we are up to at camp: @massaudubonwildwoodcamp

## Care Packages

- Small packages can be overnighted to Wildwood.
- Our street address is 27 Vining Road, Rindge, NH 03461.
- Magazines, puzzles, books, craft kits, or decks of cards are all welcome. When a package arrives, a camper opens it with a Wildwood staff member.
- Please do not send food! Any food sent to camp will have to be disposed of. We are unable to return any mailed food during their session.

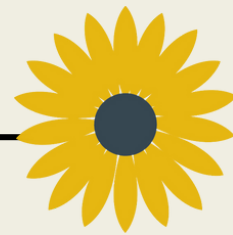
## Postal Mail

- Overnight campers have time to write letters during Siesta and OATs each day. To encourage campers to write home during their session, the Director announces every Tuesday "It's letter writing day".
- Our address is PO Box 826, Rindge, NH 03461
- Packing pre-addressed, pre-stamped postcards or envelopes for your camper helps ensure accurate and timely delivery of their mail getting to you. Mail may be slow – sometimes it can take 4-5 days depending on how legible the address is, and if someone puts a stamp on it! Teach your camper about writing last names and full addresses ("Grandma in Florida" will be returned).
- Campers can also purchase postcards, envelopes and stamps at the Camp Store.
- Camper mail is brought to and picked up at the post office each weekday morning. Mail is delivered to camper units during Siesta.
- You may wish to send mail before your camper arrives at camp, and we will hold it for them (if you don't know your camper's unit, it's OK!).
- Mail that arrives after a camper's session will be forwarded to the camper's home address.





# KEEPING IN TOUCH



## E-Mail

- In addition to postal mail, overnight campers, and CIT's can receive (but not send) e-mail messages.
- Send camper messages to: [wildwoodcamper@massaudubon.org](mailto:wildwoodcamper@massaudubon.org).
- Type your camper's name and living unit in the subject line of the e-mail like this: "Mickey Marvel in Thoreau unit".
- E-mails are printed before 11:00am each weekday. E-mails arriving after 11:00 am will be delivered the following day.
- Please send simple text email only (no novels, pictures, attachments, backgrounds, or colors, please!).



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## Phone Calls

- Campers do not receive or make phone calls at camp, except as approved by the Director (one exception might be a camper's birthday). Do not send a cellular phone to camp with your camper.
- In case of an emergency at home, please contact us at the camp office: #603-899-5589; someone is in the office until 6 pm each day to answer the phone.
- If we are away from our desks, our voicemail system answers.
- Please leave a detailed message (your name, phone number, your camper's name and living unit, the date and time you called, and the reason for your call). We check messages throughout the day and can usually return calls within several hours.
- If we have a concern about your child, be assured that we'll call you!



# GENERAL PACKING LIST (page 1 of 2)

(Overnight Camp, CIT)

- This is a recommended list of clothing and equipment for a 1-week session. Make additions you feel will be appropriate for your camper's comfort.
- Label all items with your camper's first and last names, using permanent marker or nametapes. Campers should plan to wear and/or carry items with them daily (asterisked below). This checklist can be put in luggage to remind campers what to pack at the end of camp!

## CLOTHING

- 7 pairs underwear
- 7 pairs socks, at least 1 pair wool
- 1 lightweight long underwear shirt
- 4 short sleeve shirts or T-shirts
- 1 long sleeve shirt
- 1 sweatshirt
- 3 pairs shorts
- 2 pairs long pants (jeans, sweatpants, etc.)
- White cotton item(s) to tie-dye
- Wool sweater or fleece jacket (avoid cotton)
- Wool or fleece hat
- Baseball cap or other hat with a wide brim (for sun protection)
- 2 pairs of pajamas (for warm and cool weather)
- Bathing suit (2-piece bathing suits must be appropriate for active water enjoyment)
- Water shoes/sport sandals with a heel strap, for ponding and boating
- Sturdy shoes or hiking boots for hiking (break in prior to camp!)
- \*Rain jacket with hood or rain hat; rain pants (optional) (a hoodie is not a rain jacket!)
- \*Sneakers/athletic shoes



## TOILETRIES

- Toothbrush, toothpaste, dental floss
- Shampoo, conditioner, soap
- Deodorant
- Hairbrush and/or comb
- Orthodontic devices
- Eyeglasses or contact lenses with supplies
- Insect repellent
- Tampons or pads (if applicable)
- Lip balm (SPF 30 or higher)
- Medications (prescription and non-prescription, including creams, etc.)
- \*Sunscreen/sunblock (SPF 30 or higher), enough to apply several times daily

# GENERAL PACKING LIST (page 2 of 2)

## (Overnight Camp, CIT)

- This is a recommended list of clothing and equipment for a 1-week session. Make additions you feel will be appropriate for your camper's comfort.
- Label all items with your camper's first and last names, using permanent marker or nametapes. Campers should plan to wear and/or carry items with them daily (asterisked below). This checklist can be put in luggage to remind campers what to pack at the end of camp!

### BEDDING AND LINENS

- Sleeping bag
- Pillow with pillowcase
- Twin-sized fitted sheet (to cover mattress)
- Extra sheet or light blanket
- 1 bath towel
- 1 washcloth
- Beach towel
- Laundry bag
- Sleeping / ground pad (especially for the 2-week sessions)



### OPTIONAL ITEMS

- Writing materials (stationery, stamps, pens/pencils, journal, etc.)
- Reading material
- Camera (and film, batteries or charger)
- Field guides
- Binoculars
- Sunglasses (if your camper likes to wear them)

### EQUIPMENT

- Plastic storage box OR suitcase/duffle for belongings (to fit under bunk)
- Plastic bag for damp items coming home
- Small flashlight/headlamp and spare batteries
- Mesh bag or plastic bucket/basket for shower supplies
- Bandana
- \*Medium-sized backpack/bag to carry daily (a school backpack is appropriate)
- \*One-liter water bottle or canteen

# ADDITIONAL PACKING INFORMATION



Please label all clothing, equipment, and luggage clearly with permanent marker or nametapes. Use first and last names when labeling – initials are often not enough to determine an owner! Wildwood is not responsible for lost, damaged, or missing items. Please leave all valuable, cherished, or irreplaceable items at home. Staff will make every effort to return items that are clearly marked with the owner's name. We will charge families for postage on items sent back.

We ask that clothing brought to camp be reasonably modest in style and cut, and that any graphics or messages on clothing be tasteful and responsible. Designer clothing is not recommended. Clothing and reading material with alcohol or tobacco ads, double entendre, or offensive or violent pictures should be left at home. We strive for a community that is peaceful and safe for all campers and staff and removed from some of the distractions and busy-ness of everyday life. As a result, there are some items that may be a part of participants' lives at home or school that may not be brought to camp.

So that they are prepared for all camp activities and changing weather, each camper should always carry a backpack containing a rain jacket, a water bottle and should wear (or carry) closed-toe shoes with socks.

## Prohibited Items

Bringing any of the first two items will result in the camper's immediate dismissal.

Weapons of any kind; pocketknives, fireworks, lighters, or matches.

Tobacco products, alcohol, illegal drugs

Food, candy, chewing gum, soda (except as pre-approved for special diets)

Music/DVD/video game players, TVs, tablets, or other electronics

Inappropriate reading material

Cellular phones

High-heeled shoes or shoes without a heel strap (except shower shoes)

Short skirts or dresses, strapless tops, low-cut or revealing clothing

Hair dryers, curling/straightening irons

Hairspray, cosmetics, perfume, scented body spray

Valuable items (expensive cameras or expensive binoculars, jewelry, etc.)

Pets or other animals

Sports equipment, like bats, sticks, or other items that require special training for safe use.

Vehicles, bicycles, or boat



# GETTING TO WILDWOOD

We recommend using this address:

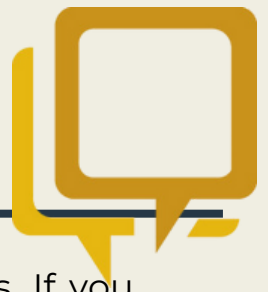
- 462 Old New Ipswich Road, Rindge, NH. Google maps recognizes Mass Audubon Wildwood Camp.

It may be helpful to know that it should take about an hour and a half to drive from the Boston area to Wildwood.

- **From eastern Massachusetts:** Take Route 2 West to the Concord Rotary. About one-third of the way around the rotary, exit onto Route 119 West. Continue to follow Route 119 through the towns of Acton, Littleton, Groton, Townsend, Ashby, and Ashburnham, and across the state line into Rindge, NH. Follow the directions from Route 119 below.
- **From western Massachusetts:** Take Route 2 East to Exit 90 (formerly Exit 24), onto Route 140 north into Winchendon, where it will merge with Route 12. Follow Routes 140 north and Route 12 for about 1.5 miles to Route 202. Follow Route 202 north into Rindge. At the junction of Route 202 and Route 119, known as Foggs Corner, turn right onto Route 119 East and follow the directions from Route 119 below.
- **From Route 202 in New Hampshire:** Follow Route 202 south to Rindge, where it intersects with Route 119. At the junction of Route 202 and Route 119, known as Foggs Corner, turn left onto Route 119 East and follow the directions below.
- **From Route 119 in Rindge, NH:** Follow Route 119 to Cathedral Road (at a blinking, yellow light near a gas station). Turn onto Cathedral Road. Stay on Cathedral for 2 miles and turn right onto Shaw Hill Road (just after the entrance to Cathedral of the Pines on your left). Follow Shaw Hill Road down 0.8 miles until it meets Old New Ipswich Road. Turn left onto Old New Ipswich Road for 1 mile to Wildwood Camp. Wildwood is on the left, and the first entrance has a Wildwood sign. Drive slowly as you proceed straight ahead to the parking area. You will be greeted at the second gate.



# CONNECT WITH US



Stay in the loop on all things Wildwood by connecting with us. If you ever find that you have questions, or if your family has special circumstances or concerns, reach out at your earliest convenience.

Camp Office (Postal Mail):	P.O Box 826 Rindge, NH 03461
Camp Office street address(overnight packages):	27 Vining Road Rindge, NH 03461
Main Office Phone:	(603) 377-8281
Website:	<u><a href="#">Wildwood Website</a></u>
Email:	wildwood@massaudubon.org
Instagram	<u><a href="#">Wildwood Instagram</a></u>
Facebook	<u><a href="#">Wildwood Facebook</a></u>

