

# 2021 Camper Handbook

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## **Dates, Times, and Transportation Information**

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### **ATV Safety Camp**

ATV safety camp will begin the morning of Monday July 7th and continue through July 9th. This is a two day camp plus an optional rider course on the third day. The day camps are located at the Pete Livermore Sports Complex (1555 Livermore lane). The rider course is at the Prison Hill OHV area (3100 Golden Eagle Lane).

### **Drop-Off**

Camp begins Monday July 7<sup>th</sup>. Check-in is at 8:00 a.m. On Wednesday July 9<sup>th</sup>. Please have paperwork all filled out by Wednesday July 7<sup>th</sup> so that we can dive right into camp activities with your children!

Our office number is 775-623-5656. In case of emergency please feel free to contact Winnemucca Outdoor Ethics Director Allana Havernick 1(716)-692-4477.

On Monday morning, campers should arrive already having eaten breakfast and with a hearty sack lunch in hand. Campers should also come with all of the gear included in the packing list. Please bring a packed lunch. We are only providing snacks.

### **Pick Up**

Pick-up is at 4:00 p.m. at the Pete Livermore Sports Complex.

**Parents must sign out their student before departing.**

## **What to Bring**

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### **Backpack for camp**

Students need to pack a backpack to bring with them for daily activities throughout camp. In this backpack, students should include: a filled water bottle, a sack lunch, sunscreen, hat, sunglasses, and raingear or a light jacket.

### **Clothing & Equipment List**

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Please note the following:

- Every item your child brings—including shoes, socks, and all equipment—must be marked with their name.
- All items are required unless marked “optional”.
- Please also refer to the “What Not To Bring” list on the previous page.
- If your child is currently taking prescription medications, please send those medications with them! Camp is not a good time to limit or try different doses of medication. Medication will be packed separately. Instructions for how to package this can be found on page 7.
- There are no laundry facilities at the campsite

#### **Day Camps:**

- Water Bottle
- Sunscreen
- Hat/Visor
- Closed Toed Shoes
- Light Jacket
- Day Pack
- Sack Lunch
- Creative Mind
- Energy

#### **Rider Course:**

- ATV (properly sized)
- Helmet
- Goggles
- Gloves
- Long sleeve shirt
- Pants
- Boots
- Water

#### **What Not To Bring**

For your child’s protection – and for the well-being of all at camp – please note that the following items are not allowed and will be confiscated (and may result in dismissal) if they are discovered:

- Weapons: guns, nunchucks, tasers, etc...
- Knives: multi-tools, Bowie knife, Swiss Army, etc...
- Electronics: hand-held electronic games, televisions (including Watchmen), cell phones, computers, laser pointers, i-Pods, etc. (film and digital cameras are ok).
- Any medication that has not been registered with camp coordinator. This includes over the counter medication such as ibuprofen, Tylenol...
- Matches/candles/incense/lighters.
- Aerosol spray cans.

- Money: We will provide treats and snacks for the kids at breaks along the trip. We would prefer that you do not send money with your child to camp so that all the kids have equal access.
- Extra food and beverages (excluding your Saturday sack lunch and filled water bottles). NOS provides tasty and healthy food and drink at meal and snack times. Please do not allow your child to bring any additional food or drink of any kind to camp—including candy and gum.

A good rule of thumb is that if an item is so valuable or irreplaceable that you or your child would be terribly disappointed to lose it or to have it broken, please don't send them with it!

## **E-Course**

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If you plan on having your child attend the Rider Course portion (which is optional) and would like them to receive an ASI ATV Safety Certificate that they can use as proof in other states to ride ATVs in, please have them complete the online e-course at: <https://atvsafety.org/>. In order to receive the ASI ATV Safety Certificate, they will need to be on a properly sized, manufactured age-recommended ATV. Once they complete this they will receive an online certificate and number. Please bring this with you on the first day of camp as I will need it for reporting purposes. If you want your child to attend the Rider Course but do not need the ASI ATV Safety Certificate for proof of riding purposes in other states, they do not need to complete the online e-course and can still receive a Nevada Outdoor School safety certification. This certificate however does not contain any legality to it.

## **Camp Agreements**

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At camp everyone is part of a team. We will all be learning and having fun together in a supportive, positive environment. We have learned through experience that children best abide by rules and guidelines they create for themselves. This is why at the very beginning of camp, they will work together to come up with their own team contract of guidelines and expected behaviors.

Each contract is different, however below are a few guidelines we find consistent across all contracts:

- Go out of your way to be nice. Being nice is “cool” at ATV Safety Camp. Teasing and bullying is not “cool.”
- Try something new every day. There is so much to do at ATV Safety Camp that we want everyone to go out of their way to try new things! And don't worry about not being great at something; nobody is great at everything, especially their first time around.
- Support someone else when they try something new. At ATV Safety Camp we support others just like we want to be supported.
- Respect other people, their opinions and possessions. The “Golden Rule” is in full effect at ATV safety Camp
- Be enthusiastic and have fun! At ATV Safety Camp, we want you to show some emotion! Cheer at events! Sing loudly! Laugh at our jokes (even when they are silly.) Camp should always be fun!

The most important thing that we want students to take away from the team contract is respect for ourselves, each other, and the environment.

Please explain to your child the importance of speaking up if they have a question, request, or problem. Self-advocacy is a great skill to learn and practice at camp.

## **Behavior Expectations**

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Nevada Outdoor School has adopted a behavior and discipline policy that emphasizes physical and emotional safety for all program staff and participants. Positive discipline, clear expectations, and appropriate consequences are at the foundation of our Behavior Management Policy. At Nevada Outdoor School we practice teamwork, cooperation, positive problem solving, kindness, and respect of ourselves and others.

All NOS program expectations and behavior management processes will be delivered and implemented with kindness. NOS staff will never use verbal, physical or emotional punishments or attacks (yelling, cursing, hitting, belittling, etc.). Program expectations and behavior management will be applied to individual programs and participants in an equitable manner, recognizing that equitable does not mean “the same for all”. Individual considerations must be taken into consideration for both the program, as well as the individuals participating in each program. When there is an exceptional situation with a program or an individual, utilize your supervisor to help navigate that situation.

### **Overarching Behavior Management Principles**

At NOS, we work with people in a variety of settings. Behavior management strategies and techniques may change depending on the setting, type of programming, and ages of participants. Solid behavior management techniques can be adapted to all ages, including adults.

The overarching behavior management principles that NOS subscribes to are:

- \* Respect for self
- \* Respect for others
- \* Respect for place (environment/materials)

These should be referred to as “The 3 R’s.”

NOS follows and utilizes the 3 R’s at all times: in the office, administering youth programs, at trainings, and during community events. During staff onboarding and prior to any NOS program, the 3 R’s are to be shared and expectations are to be discussed, in a program-relevant manner.

In addition to The 3 R’s, NOS’s Outdoor Ethics Philosophy helps guide behavior expectations and management. Our Outdoor Ethics Philosophy fits not only outdoor recreation ethics (behavior), but also interactions with peers, parents, and other people. NOS’s Outdoor Ethics Philosophy is broken down into 3 parts:

- \* Analyze Actions
- \* Evaluate Impacts
- \* Choose Wisely

These should be referred to as “The AIC Model”.

With guidance and support, participants learn to analyze their actions, evaluate the impacts those actions have, and choose wisely to minimize negative impacts.

When it is observed that The 3 R’s are not being attended to the AIC Model can be used to help guide and manage situational awareness and reinforce positive behavior expectations.

Specific considerations and examples for each of The 3 R’s are listed below to guide the discussion and set clear expectations. These are not exhaustive lists. For each event or experience the leaders will need to pre-plan and consider program-relevant and specific expectations.

### **RESPECT FOR SELF**

Because I respect myself, I will:

- remain with adults so that I am safe
- act in a safe manner for the environment I am in
- participate in activities so I can learn and grow
- not bring dangerous substances to camp, including knives
- self monitor for the need for water, sunscreen, or a bathroom break

- alert NOS staff of any injuries, illnesses or needs as they arise

*Example of AIC Model to help manage behavior associated with Respect for Self:*

If a camper consistently is running through the campground, the Naturalist can pull that camper aside and ask the camper if they are respecting themselves by making choices that will keep themselves and others safe. They can discuss the action (running in an inappropriate setting), potential negative impact (injury to themselves or fellow campers), and then choose wisely to walk through the campground.

## RESPECT FOR OTHERS

Because I respect others, I will:

- watch out for my friends and fellow participants to help keep them safe
- encourage others to participate in a kind and compassionate way
- not bring dangerous substances to camp, including knives
- be kind and considerate of others (not push and shove in line or crowd people) when getting materials or equipment
- be on time
- follow directions and follow through on my actions

*Example of AIC Model to help manage behavior associated with Respect for Others:*

If a camper is being mean or picking on another camper (name calling, bullying, etc.), the leader will pull that camper aside and ask the camper if they are respecting others by talking poorly to their colleague. They can discuss the action (disrespectful words), potential impact it is having (harm to the other camper's feelings, self-esteem and experience), and then discuss alternatives, and choose wisely to always speak with kindness and respect.

## RESPECT FOR ENVIRONMENT AND EQUIPMENT

Because I respect the environment and the equipment I use, I will:

- practice responsible recreation (Tread Lightly! and Leave No Trace) principles that are taught to me
- leave the area better than we found it, whenever possible
  - pick-up trash
  - put things away neatly
  - wipe down tables
- listen for instructions before using equipment
- take care of (use gently) any equipment assigned to me or my group
- clean and organize equipment before putting it away

*Example of AIC Model to help manage behavior associated with Respect for Environment and Equipment:*

If a camper is being irresponsible on the trail (feeding wildlife, littering, trampling vegetation, etc.) the leader will pull that participant aside and ask if they are respecting the environment through their actions. They can discuss the specific action (ex- feeding wildlife) and the potential negative impacts (wildlife getting sick, altering behavior, etc.), and then discuss how the participant can choose wisely to avoid feeding wildlife in the future.

## **Poor Choice Consequences**

All campers and parents are to be made aware of this Behavior Management Process **PRIOR** to camp via the Parent Meeting and the Camper Handbook. Once the Camp Agreement has been established, it is the responsibility of the Lead Naturalist to review the NOS Behavior Management Process (below) so campers fully understand the consequences of not following the Camp Agreement.

- Verbal warning – when you observe something that is outside The 3 R’s, immediately pull the camper aside and utilize the AIC Model to analyze the action, impact and choices for moving forward. Record this interaction in the Disciple Log.
- Written warning – if the behavior continues and needs to be addressed again, pull the camper aside and fill in the written “The 3 R Contract.” (Some kids need this formality to help them process what is occurring). The 3 R Contract states the action, the impact, and how the camper is going to choose to behave from this point forward. Keep the 3 R Contract in your camp binder. If needed, implement an appropriate consequence, like sitting out until the next activity so the camper has time to process things, cool off and change their behavior. Record this written warning in the Discipline Log.
- Call Home – If the negative behavior persists, pull the camper aside and review The 3 R Contract. At this point, discuss the agreed upon solution for the problem and update/come up with a new solution if needed. This second written warning/conversation needs to be recorded on the Discipline Log. Let the camper know that it is time to call their parent/adult. With the camper present, call their parent/adult and explain the situation (use your 3 R Contract as a template for what to say). Be objective and share only facts. “This is what’s happening and why it’s a problem, this was the solution we agreed upon, it continued to happen, we reviewed/updated our solution, if this happens again, you will need to come pick up [camper] from camp.”
  - At this point you need to call your supervisor and inform them of the situation. If you cannot get in touch with a parent/adult (make sure to call all numbers you have - there should be an emergency contact number to call as well), make sure to let your supervisor know that they may need to help out.
- Removal from program – isolate camper aside and call parent/guardian. Inform them what has occurred and tell them that unfortunately, they need to come get their child. Have the camper “sit out” while waiting for their parent/adult. A Naturalist needs to be with this camper at all times. When a parent/adult arrives, have the camper tell their parent/adult what has transpired using The 3 R Contract as the basis. Answer any questions and say good-bye. If the parent has any questions or is upset, have them go to or call the NOS office.

PLEASE NOTE: The decision to send a student home will be made by the program director working closely with the activity leader. Whether a student is sent home at this time depends upon the nature of the behavior that resulted in the warnings, the attitude of the student, the student’s home situation, and the time until the end of the program. The student may be isolated from other students by staying with a person from the Nevada Outdoor School staff for the remainder of the program.

## **Zero-Tolerance Items**

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At NOS, the health and safety of all program participants and Staff is a top priority. For this reason, there are Zero Tolerance Policies for specific situations where such behaviors and actions will result in immediate removal from the program. The Zero Tolerance Policy is to be clearly communicated to all parents/guardians and program participants **PRIOR** to the program via the Parent Meeting and the Camper Handbook.

Zero Tolerance Behaviors and Actions are:

- Behaviors or actions that put themselves, other participants, or a staff member intentionally in harm's way
- Stealing, harming, or destroying property or facilities that do not belong to them
- Possession of
  - Weapons
  - Knives
  - Illegal drugs
- Possession of any prescription or non-prescription medicines in the sleeping area (**all** medications must be kept and dispensed by Nevada Outdoor School staff).

## **Communications**

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### **Phone Calls**

In all camp experiences, homesickness and other issues are exacerbated when students call home and are therefore not allowed\*. We will only get in touch with you if behavioral, medical, or other issues warrant it. However, please do feel free to get in touch with us at the number below if you have an emergency. The Camp Director Allana Havernick can be reached by cell phone at 1(716)-392-4477. If she is unavailable please contact NOS Executive Director Melanie Erquiaga at (775)-623-5656.

### **Family Emergencies**

If a family emergency arises and requires you to pick up your camper early from camp, please contact the camp director or NOS Executive Director immediately. They will work with you to schedule a time for your camper to be picked up. The Camp Director Allana Havernick can be reached by cell phone at 1(716)-392-4477. If she is unavailable please contact NOS Executive Director Melanie Erquiaga at (775)-623-5656.

*\*The only exception would be a phone call home on a camper's birthday. If their birthday happens while they are at camp, please indicate it on their Camper Questionnaire, and let us know a good number to reach you.*

## **Health**

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### **Mandatory Health History Form**

All medical forms must be completed by a parent or legal guardian and returned to Nevada Outdoor School on or before the first day of camp. We do not require a doctor to sign-off on the Health Form. However, **if your child is on prescription medication, that medication should be sent in the original bottle with the Doctor's name, dosage, and usage instruction on the bottle.**

No medications of any kind are allowed to be kept with a camper in their sleeping area\*. This includes prescription drugs and over the counter items such as Tylenol, Advil, Sudafed, and Robitussin. All medications that are sent with the student must be given to the camp director as part of the camp check-in. Please put all medications in a clear zip lock bag with your child's name and instructions for administration on it. The camp coordinator will assist your child with their medication therapy at mealtimes or when directed.

Please ensure that the medical form and enrollment application are completed honestly and thoroughly. Include information on issues such as sleepwalking, bedwetting, carsickness, etc. Failure to provide relevant physical and mental health information could result in your child not having the best experience possible at camp.

*\*The exception to this rule is Inhalers for campers with asthma, Epi-Pens for campers with life-threatening food or insect allergies, and Insulin Pumps and snacks for campers with Diabetes.*

### **Permission to Treat**

By signing the medical form, Nevada Outdoor School's trained and qualified staff are given permission to provide campers routine health care, administer prescribed over-the-counter medications (that have been sent by the family), and provide emergency medical assistance.

### **Arriving in Good Health**

To ensure the safety of your camper as well as everyone else at camp: If your child has a fever on opening day, or has been exposed to a contagious illness, **please do not send them to camp!** If you find yourself in this situation, please contact the Nevada Outdoor School to discuss options for late arrival.

### **Health Insurance**

Parents must provide their own coverage for illness, accident, and dental occurrences that require medical intervention.

### **Health Related Camp Contact**

The camp will call parents if the following types of health issues arise: child needs to see medical personal outside of camp staff; child needs to be put on medications or current medications need to be adjusted; or your child becomes ill.

## **General Camp Information**

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### **Birthdays**

Camper birthdays taking place during the session will be celebrated by the whole camp with cake and song. If your camper's birthday is during camp, we will call you between 8 and 4 pm so you can wish you camper Happy Birthday! Please indicate on the Camper Questionnaire if your child will be having their birthday while at camp.

### **Evaluations**

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Nevada Outdoor School receives funding each year to provide our camps at the lowest cost possible to students in rural Nevada. In order to continue this level of funding, we need your assistance in conducting evaluations of the effectiveness of the program. By sending your child to camp, you are committing to completing a short evaluation on what impact this experience may have had in the life of your child. Surveys will be administered by to parents before and/or after the completion of camp.