



**CAMP**  
**DISCOVERY**  
**BROWNELL TALBOT**

# Summer Programs Family Manual

Updated December 2024

# CAMP DISCOVERY

## BROWNELL TALBOT

Welcome to Camp Discovery at Brownell Talbot! We are so glad you have decided to trust your campers with us. Your camper's health and safety are our number one priority.

All of us at Brownell Talbot are committed to our school's mission: **Every student. Every mind. Every heart. Known. Inspired. Challenged.** We have incorporated this individual commitment to our summer programs. We are committed to helping our campers develop self confidence while fostering friendships and future readiness in a fun, safe, and welcoming environment. Our goal is to enrich the lives of all of our campers by providing opportunities that will challenge and push them to continue their quest for lifelong learning. In this unprecedented time, we take this commitment further by being committed to the health and safety of your camper.

Our highly experienced staff includes many certified teachers and specialists in their fields. All staff members undergo extensive background and security checks. Our staff is committed to providing your camper a safe and nurturing environment. We hope that at the end of the summer, your camper has memories that stay with them for a lifetime.

Thank you so much for choosing to spend your summer with us!



Deb Madden  
Director of  
Auxiliary Programs  
402.556.3772  
ext. 1203



Molly Martin  
Camp Director  
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## **Mission**

Camp Discovery's mission is to enhance the physical, social, and mental well-being of every visitor while fostering self-confidence, friendships, and future readiness in a fun, safe, and welcoming environment. We are committed to respecting the rights and dignity of all individuals, embracing diversity, and cultivating a culture of respectful communication.

## **Goal and Philosophy**

At Camp Discovery, we nurture the whole individual—body, mind, and heart—through diverse programs that inspire growth, connection, and exploration. Campers set goals, take risks, and embrace challenges in a safe, supportive environment while developing essential skills like communication, adaptability, and leadership. Our inclusive activities celebrate each camper's unique strengths and promote collaboration through team projects, traditions, and community service. By fostering perseverance and celebrating achievements with meaningful rituals, we build confidence, friendships, and future readiness, empowering campers to make a positive impact on their community and beyond.

## **The Importance of Summer Camp**

At Camp Discovery, we believe that campers benefit from their summer camp experiences. We know that by providing a quality camp in a loving and safe environment, campers will develop social emotional skills, enrich their character development, and learn lifelong skills that will contribute to them becoming better citizens. Our campers develop meaningful relationships and foster life lessons beyond the classroom.

We encourage and challenge our campers to communicate and take on leadership roles, make decisions, take risks responsibly, and care and empathize with others. Through teamwork and individual stewardship, our campers develop self esteem, and leadership skills that contribute to their character development and emotional intelligence.

## **Objectives**

We strive to enhance the physical, social, and mental well being of every camper. To ensure this, we have developed objectives to ensure our mission, goals, and philosophies are met.

- To provide all campers with opportunities that stimulate the development of each camper's self-esteem.
- To provide situations for all campers to set goals and challenge themselves while discovering their own skills and abilities.
- To increase all camper's ability to develop positive relationships with peers.

- To provide all campers with opportunities to recognize that physical and mental well-being are conditions to be achieved and maintained.
- To provide all campers a camp climate that fosters inclusion and community.

## **Benefits of Summer Camp**

Camp Discovery's day camp strives to instill positive values, a commitment to learning, social empowerment, and an overall sense of fun into every program we offer. In a survey of parents and campers, common responses as to what campers learned at camp were:

- Experienced success and became more confident trying new skills.
- Made decisions and became more independent.
- Demonstrated better sportsmanship.

The same survey found that campers felt different at camp because:

- They felt proud and a sense of accomplishment.
- They felt respected.
- They felt more outgoing.
- They felt they were able to be more open about themselves.

The survey also reported that campers told their friends what they learned:

- To be a leader.
- Better listening skills.
- To respect others.
- To work as a team.

## **Daily Routine**

### **Drop Off - Campers will be assigned a specific window for camp arrival.**

Dropping off and picking up campers happens in the Lower School Parking lot, which is located off of Happy Hollow Blvd.

- Brownell Talbot/Camp Discovery's parking lot speed limit is 5 mph.
- DO NOT pass other cars.
- Direct your camper to the correct zone for check-in. There are three zones: Specialty camps by the Upper School picnic tables; Preschool camps by the "bridge" gate in Raiderville;

Kindergarten - Grade 8 full-day camp near the chapel. On the campers' first day of camp this summer, there will be tables for them to check in and receive their water bottle and T-shirt at their check-in zone.

- You may park and walk your younger campers to the check-in zone.
- Please ensure your camper arrives during the assigned window of time. This ensures a smooth drop-off process. **You will receive your drop-off window in an email prior to your camp week.**

If you need to bring your camper prior to 8:50 am, please sign up for **Morning Care**. Campers in need of morning care may be dropped off at the dining hall door as early as **7:30 am**. Space is limited for this. Please register early so that your space is reserved.

### **Pick Up - 3:30 pm**

If your camper needs to stay after 3:30 pm, please sign them up for **After Care**. **Campers not picked up by 3:40 pm will automatically be enrolled in After Care, at the drop-in rate of \$20 for that day.**

### **Special Pick Up**

If your camper is to be picked up by anyone other than the designated parent/guardian, a notification must be given to the camp director. This will be strictly enforced. These individuals will need a photo ID prior to your camper being released.

### **Special Circumstances**

If you must drop off or pick up your camper during the camp day, please call 402.556.3772.

### **Absence**

If your camper will be absent from camp, please contact Director of Auxiliary Programs Deb Madden 402.556.3772 or [BTprograms@brownell.edu](mailto:BTprograms@brownell.edu).

### **Morning & Afternoon Care**

#### **Morning Care:**

- Morning Care hours are from 7:30 am to 9:00 am
- Preschool campers will have Morning Care in the satellite classrooms. Parents will see signs for check-in by the walkway bridge. Please follow the signs to get your camper to the correct age group! Parents may walk the campers to the room for check-in!
- Kindergarten - grade 8 campers will have Morning Care in the satellite classroom building that is closest to the chapel. Please follow the signs and drop your camper off at the doors with a counselor.

## Afternoon Care:

- Afternoon Care hours are from 3:30 pm to 5:30 pm.
- Parents are asked to call: **402.312.6337** when they are in our parking lot. A staff member will bring younger campers out to the car.
- A late fee of \$5.00 per minute will be accrued if your camper remains at Brownell Talbot after 5:30 pm.

## What to Bring

Campers should bring the following with them each day:

- *NEW!* Water bottle - campers will be provided with a water bottle at check in their first week of camp
- Backpack
- Change of clothes
- Swim suit
- Towel
- Sunscreen
- Lunch
- Layers

## What NOT to Bring

Campers should NOT bring the following with them each day:

- Money
- Toys
- Electronics
- Candy
- Snacks
- Nuts - **CAMP IS A NUT-FREE SPACE**

Please DO NOT allow your camper to bring these items with them to camp. These items tend to get lost or misplaced when brought to camp.

## Lost & Found

Brownell Talbot does not assume responsibility, beyond reasonable care, for the personal property of campers. Campers are responsible for their own items. **PLEASE LABEL** all items with your camper's first and last name. If an item is lost, report it at once. Every effort will be made to return lost items if they have been labeled.

Misplaced items will be gathered each day. Unclaimed or unlabeled items left or found will be placed in a Lost & Found box and will be located in the concessions area. Any items left at the end of the summer will be donated.

## **Clothing and Attire**

Campers will play outside, complete art projects, and participate in fun and sometimes messy activities. We suggest your camper be dressed in play clothes that are allowed to get messy. Campers must wear tennis shoes. Please do not send your camper in flip flops or sandals. Flip flops may only be worn when campers are at our pool.

### **Off-Site Attire & Camp Shirts**

Camp T-shirts must be worn while off-site during the camp day. This ensures that each camper is identified as part of our group. All campers will receive one FREE camp T-shirt during the first session they attend. We encourage you to wear camp shirts on Fridays for group photos. \*If you do not want your camper to be in photographs throughout camp please fill out the form during registration.

## **Lunch and Snacks**

**Brownell Talbot College Preparatory School is a NUT-FREE ZONE, please refrain from bringing any food that contains tree nuts or peanuts.**

### **Lunch**

If staying for the day, please make sure to pack your camper a lunch! Please avoid items that need to be microwaved. Please make sure lunches include your camper's first and last name on the OUTSIDE of the bag. **BT is a nut-free campus.**

### **Snacks**

Healthy snacks will be provided to our day campers. If your camper has any particular food allergies, please let us know. We will try to accommodate all allergies, but in some situations, we reserve the right to ask parents/guardians to provide appropriate snacks for their camper with allergies.

### **Camp Discovery Store**

The Camp Store will be open for full day campers and campers with a half-day afternoon add-on. Campers in Kindergarten - Grade 8 will be escorted to and from the store in the afternoon provided they have money in their account. Preschool campers will have the option to purchase from the traveling store only one

day during the week. Campers that are enrolled in only specialty camps will not have the opportunity to visit the camp store. The store contains camp merchandise, candy, limited food options, and beverages. **It does not include lunch options.** Totals of \$20 or less left in the store at the end of the session or season will be considered a donation to Camp Discovery and will not be refunded unless requested. **We do not accept cash at the camp store.**

Please complete the following to put money into your camper's account:

- Log into your camper's registration and navigate to your camper's Summer season registration details.
- View your submitted applications.
- Scroll to the bottom of the screen and click the "add deposit" button in the bottom right corner.
- Specify the amount.
- Enter your credit card information to process payment.

\*Unused money in your camper's camp store account over \$20 will be returned to you at the end of camp. Monies under that will be donated back to camp.

## Health Policies

**The completion of the Camp Discovery Medical Form is mandatory.**

Campers will not be permitted to attend without a completed health form on file. The health and safety of our campers is our number one priority. **Parents will be notified immediately,** if a camper shows signs of:

- Fever over 100.4 degrees.
- Vomiting or diarrhea.
- Contagious disease.
- Accident requiring medical attention.
- Draining sores or burns.
- A rash, until diagnosed and determined to be non-contagious.

**If a parent or guardian cannot be reached, the individuals designated as emergency contacts will be called. Campers must be symptom-free for 24 hours before returning to camp.**

Please note, our employees **will not** administer prescribed or non-prescribed medication except for those students identified as having an EPI-PEN, inhaler, or insulin. These medications must be stored under lock unless parents/guardians give permission for the camper to carry it on their person. If your camper requires an EPI-PEN, inhaler, or



insulin, please contact Director of Auxiliary Programs Deb Madden at 402.556.3772. We will need the medication and a doctor's note for that medication. These medications will be administered by a trained staff member. Please make arrangements to drop off the medication and doctor's note with Deb Madden via email at deb.madden@brownell.edu.

First aid and emergency kits are located and maintained in the camp director's office, aquatic area, and specialized activity areas. In addition, Brownell Talbot has continued access to three automated external defibrillators (AED) located throughout campus. Locations include: Raiderville office, upper school gym, swimming pool.

Unfortunately, there are no provisions at camp to provide constant nursing care and supervision. Parents/guardians are to immediately pick up their camper if the camper is ill. If the camper has any of the above symptoms, we ask that you keep them at home until they have seen a doctor. If your camper will be absent from camp, please contact Deb Madden via email at deb.madden@brownell.edu or contact the main office before 9:00 am at 402.556.3772.

## **Injury**

Should your camper become injured at Brownell Talbot, prompt care will be given. Routine scratches and bruises receive common first aid. If a more serious injury should occur, the parent/guardian or emergency contact will be notified immediately.

## **Sunscreen**

Campers may spend time outdoors and are exposed to the sun. Staff members will have spray sunscreen with them at all times to spray campers if needed, unless due to allergies, your camper needs special sungreen and must apply it themselves. Please indicate allergies on your health form and email Deb Madden at deb.madden@brownell.edu.

We also encourage all campers to bring their own bottle of sunscreen, clearly labeled with their name so they may reapply at break points throughout the day. Camp staff are permitted to help campers apply sunscreen; however, we encourage you to teach your camper how to apply their own. Staff will assist and supervise campers in reapplying sunscreen to exposed skin prior to outdoor activities. **For campers that require more frequent application of sunscreen, parents must provide written instructions on how often their camper is to apply their sunscreen.**

Staff will make every effort to watch campers for sunburn, but cannot be responsible for campers who do not have sunscreen, have a fair complexion, or forget to apply sunscreen. We recommend that you:

- Apply a layer of sunscreen to campers before they arrive at camp.
- Providing campers with enough sunscreen (in a sealed container) to take with them for applications later in the day.
- In addition to sunscreen we recommend sending your camper with a sunhat.

## Swimming

### Recreational Free Swim

In some cases, campers may have an opportunity for free, recreational swimming in our indoor pool. This will always be supervised swimming. We will never force a camper to get into the water, but we do expect all campers to change into a swimsuit when we go to the pool. **Campers in kindergarten and below will NOT go to the swimming pool.**

### General Safety Procedures

Safety is the number one priority while at the swimming pool. Campers will always be supervised in the water. While at the aquatic area, campers must remain within eyesight of staff at all times. Campers are expected to follow all pool rules while in the pool area. Campers will not be permitted to leave the aquatic area with anyone other than camp staff. This ensures that all campers are accounted for and keeps consistency within our camping policies and procedures.

Our staff members and lifeguards also conduct 'Buddy checks,' this is done during our break times at the pool. All campers and staff exit the pool and sit on the deck with their buddies hands in the air. Counselors come around and count to make sure they have everyone in their cabin. Once lifeguards have a thumbs up from all of the counselors the Buddy Check is over. The rules of the buddy system are as follows:

- If your buddy goes to the bathroom, you go with them.
- If your buddy is in the shallow end, you are in the shallow end.
- If your buddy is not swimming today, you are not swimming today.

Campers are allowed to trade buddies at the beginning of each day. Counselors must know who the buddy pairs are before swim time starts. This ensures that when a buddy check is called, we have not only counselors but campers keeping everyone accountable.

### Deep Water Test

Campers who wish to go in deep water and jump off the diving board must complete a Deep Water Test. This consists of swimming the length of the pool (25 yards) unassisted, tread water for one

minute, turn around in a full circle and find an exit, and be able to exit the water without using the ladder.

## **Discipline Procedures**

In order to ensure safety to all campers and staff, Brownell Talbot's Camp Discovery will follow the below discipline policy. To facilitate a safe, secure, fun environment for all participants attending Camp Discovery's activities the following policy has been implemented. This policy is not intended to be activated for minor "misbehaving" infractions. On a daily basis, we will work with campers who are having a "bad day." Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the supervisor/camper level. Redirection and, in some situations, loss of choice activity will continue to be the discipline implemented.

### **The CAMP DISCIPLINE POLICY will be activated when:**

- The number of minor infractions has been excessive.
- The behavior constitutes a violation against other campers or adults, including unwelcome intentional touching or grabbing of another camper, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of Camp Discovery's Code of Conduct.
- The behavior constitutes a violation against Camp Discovery's or other camper's property.
- The behavior constitutes a safety issue either for the camper themselves, other campers, or staff. In the event this policy is activated for any camper, written documentation will be kept by the camp director of all applicable dates, decisions and agreements (including a plan of action if needed).

### **Camp Discovery's FORMAL DISCIPLINE POLICY includes:**

- The first serious offense that is significant in nature to bring to the attention of the camp director, will result in a private discussion between the camp director and the camper. The camper will also be removed from the counselor's choice of activity for the day. The parent will be notified of the negative behavior and will be advised that if the same or related behavior is repeated, a parent conference will be required. The camp director will notify the director of auxiliary programs.
- If the behavior continues, the camper will again be removed from the group activities and the parents will be notified of the need for a parent/camper/director conference before the camper can return to the program.

- If the behavior still continues, a parent conference will again be required, (either with or without the camper at the parent's discretion). The camper may be suspended from the program for a period of time up to three days (at camp director's discretion). The camper will then be allowed to continue in the program only after the camper director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the camper.
- If, after all of these steps, the behavior continues, the camper will only be allowed to continue in the program if a professional counselor is involved (at the parent's expense) in modifying the negative behavior. At this point, the professional will be asked to recommend a time frame for compliance based on the situation. If a professional is not brought in, or the time frame set forth is expended, the camper will be expelled from the program with a date for re-entry set by the camp director. Under extreme circumstances or in situations when that camper or other camper's safety is at risk, the camp director has the authority to ask a camper to leave the program without following the above procedures.

### **Suspension and Termination of Camper**

Safety and respect are considered key to the success of our program. Campers who violate camp policies in these areas are subject to suspension or termination from the camp. Parents/guardians will be communicated with before it reaches this level.

### **Grievance Policy**

Any family or camper who does not feel they have been given due process is asked to adhere to the following guidelines:

- The camper and/or parent/guardian should first speak with the camp leader of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the camp leader is not satisfactory for the camper and/or parent/guardian, they should then meet with the camp director.
- Please note, under extreme circumstances and/or situations when a camper or other camper's safety is a risk, the camp director, with agreement from the Head of School has the authority to ask a camper to leave the program.

### **Questions or Concerns**

Please address questions and concerns to camp director Molly Martin or Director of Auxiliary Programs Deb Madden at [BTprograms@brownell.edu](mailto:BTprograms@brownell.edu) or 402.556.3772.