



ARCADIA NATURE CAMP SUMMER 2025 FAMILY HANDBOOK

Welcome to Mass Audubon's Arcadia Summer Camp! We look forward to meeting your camper and having a fun summer exploring and learning about the natural world.

This document is full of important information to help prepare you and your camper for an exciting summer camp experience. Please read through this entire document prior to camp and contact us with any questions.



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CAMP MISSION

We believe that camp is a place where children can grow, spend quality time outdoors and have fun summer experiences. Through hands on, inquiry-based activities, free play, games and nature discovery campers learn about their surroundings, themselves and others. Spending time learning and playing outdoors helps foster a deep, life-long connection to nature and inspires environmental stewardship.

Guiding Camp Goals and Inclusion

Camp Goals

- Campers of all backgrounds, abilities and identities feel safe and supported physically, socially, and emotionally.
- Campers explore local ecosystems and develop confidence in nature.
- Campers learn about conservation and stewardship through age-appropriate hands-on activities.
- Campers connect with each other, create friendships, and grow through trying new experiences.

Our Commitment to Diversity & Inclusion

Mass Audubon strives to create a safe, inclusive, and caring camp environment where each person is respected and supported in their learning and growth. We believe that diversity—both in nature and in our human communities—is essential to strength, resilience, and innovation, and we are committed to recognizing the unique contributions of each community member.

Staff Training

Camp staff receive training on how to build an inclusive camp group, lead age-appropriate conversations, and prevent and respond to bullying. It's difficult to predict what topics of conversation will arise in a camp group. If a sensitive developmental topic comes up or if discussions veer into arguments, staff are trained to respond with compassion, steer discussion toward camp-appropriate topics, and check in with campers to ensure they feel safe. The Camp Director and other leadership staff provide additional support if a sensitive topic arises or if staff have concerns about the group's behavior.

Camps will not tolerate bullying, harassment, or threats to any camper or staff, no matter their beliefs, values, or identity. Our aim is to build an inclusive and respectful camp

experience for a diverse community of youth, families, and staff who care deeply about nature and its protection.

Creating an Inclusive Camp Community

During camp welcome circles, campers and staff discuss what it means to create and support an inclusive camp community. Staff cover safety, camp expectations, and establish norms for respectful and inclusive communication and interactions. Campers and staff are invited to introduce themselves and have the option to share pronouns if they would like to. No one is required to share pronouns, and we ask that all campers and staff respect and use the names and pronouns that correspond with how each person introduces themselves. Mass Audubon does not require staff or campers to disclose any details of their gender identity.

Accommodations for Campers

As an outdoor, nature-based program, it is important that families of children who have disabilities understand Mass Audubon's expectations, programs, and terrain prior to enrolling.

Due to the outdoor and exploratory nature of our camp programs, campers move on uneven terrain throughout the day. The terrain varies from hard-packed, gently sloped paths to steeper, uneven trails that may have exposed rocks, tree roots, and other obstacles. Weather could affect our trail conditions. We encourage all families to visit the camp's sanctuary prior to enrolling to understand its unique terrain.

If your child requires accommodation, please contact the camp's director as soon as possible; a delay in request could have the unintended consequence of disrupting your child's Mass Audubon camp experience.

One-to-one Aides

Mass Audubon camps do not provide one-to-one support; however, we do welcome one-to-one aides to support campers when they are provided by the family. Aides must follow Mass Audubon's Child Protection Standards, including obtaining a CORI/SORI and background check prior to their time participating within our programs.

More information and training may be required prior to the aide starting within the program. If your child requires an aide in school, please contact the camp's director as soon as possible to discuss how Mass Audubon can best support your child. Family members are not permitted to be aides.

CAMPDOC AND REQUIRED FORMS

After you register for camp, you will receive an email directly from CampDoc to update your camper's profile and to upload supporting documents. Please keep an eye out for this email. Please complete your camper's profile ASAP and no later than May 15.

CampDoc is a secure platform we use to collect required information about your camper, ranging from contact info, health history, vaccination records, authorized pick-up people, allergies, sliding scale verification, etc.

Uploading these documents is mandatory and will be needed to secure your camper's spot. If you are submitting income verification, please redact/blackout any sensitive information from your forms. Social Security numbers, for example.

If you are new to Arcadia:

You will receive an "Invitation" email from CampDoc.com.

- Click on the green "Accept Invite" link within the email to create a new CampDoc.com account and secure password.

If you are a returning camper:

You will receive a notification email from CampDoc.com to log in and update your camper's information. Your camper's basic information is saved from last year.

- If you forgot your password from last year, enter your email on the login page and click "Forgot Password" to reset your password.

Helpful CampDoc guidelines for all Arcadia campers

- Once logged in, select your camper's name, and click on the health profile tab to complete your camper's information.
- Required questions will be marked with an * and outlined in red.
- If your child will be taking medication at camp, this needs to be included in the Health Care Provider Form and signed by a physician, as well as noted in the child's CampDoc record on the "Medications" tab.
- There are several sections in CampDoc, including Emergency Contacts, Activity Restrictions, Allergies, Diet & Nutrition information, Medications, Authorized Release/Pick-up People, Media Release, and other camp authorizations. This information will help us prepare and be able to provide the best experience for your camper!
- Any information you can provide to help us best support your camper is greatly appreciated!

- Upload the camper’s complete immunization record-this is required. These are the vaccinations that the Department of Public Health require:

Grades Kindergarten – 6

Kindergarten requirements apply to all students ≥5 years.

DTaP	5 doses; 4 doses are acceptable if the 4 th dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades 7 – 12

In ungraded classrooms, grade 7 requirements apply to all students ≥12 years.

Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥10 years since Tdap.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
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- If you need an immunization exemption, please contact the Camp Director to receive a waiver form.

To avoid a late fee, please complete all forms in CampDoc by May 15. If you register for camp after May 15, we ask that you fill out the CampDoc forms as soon as possible and at least two weeks before your camp session begins.

If you need help completing the forms please contact Arcadia’s front desk at (413) 584-3009 and press “0” or email arcadia@massaudubon.org

For help using Camp Doc contact their support team at 734-619-8300 x2.

CAMP INFORMATION

At Arcadia Nature Camp, we strive to offer high quality outdoor experiences to our campers – experiences that they will remember for their lifetimes. We cannot meet this goal without the cooperation of our campers and their families, so we invite you to enter a relationship with us to ensure that every child has the best possible time at camp.

We pledge to provide:

- A safe and healthy environment for your child.
- A high-quality educational program.
- Staff committed to providing a positive experience for every camper.
- A community-minded, inclusive environment which helps every child feel seen, heard, included, secure, and safe.

In return, we expect the following from families and campers:

- Cooperation with our written policies including our behavior guidelines.
- Detailed attention to the daily needs of your child to prepare them for camp
- Commitment to the well-being of the entire camp community (such as keeping a sick or over-tired child at home)
- Willingness to act in collaboration with camp staff to maintain or restore appropriate behavior and participation.

If at any time, you have a question or concern about our camp, please speak with Tim Donner, Camp Director, or Dorri Jones, Assistant Camp Director. No question or concern is too small for you to bring to our attention! You may request copies of our background checks, health care, and discipline policies and/or grievance procedures at any time.

BEFORE YOUR CHILD ARRIVES AT CAMP

Please talk with your child to prepare them for participation in camp. Here are a few things we would like you to share:

- We will show the campers where the bathrooms are, where they will be eating lunch, where they can put their things, and where they will be picked up when their camp day is over. We want to ensure they have a sense of their surroundings to help them settle in.
- Remind them that their counselors are excited to meet them and enjoy working with children! They can't wait to share the wonders of nature and to get to know the campers and are here to ensure that each camper has a great time!

- Each child will be expected to be courteous and respectful of themselves and others; while we will discuss group expectations on the first morning, please talk to your child about our expectations (some examples are always staying together, respecting each other and nature, being safe, kind, curious).
- Remind your camper that this is an outdoor nature camp. All activities, including snack and lunch, take place outside. We are outside when it rains and when it's hot. Every camp group has a covered outdoor shelter as well as an emergency indoor space. We will go inside if there is severe weather, such as a thunderstorm or high winds. We'll take indoor cooling breaks and play water games on days when it's very hot.

A DAY AT CAMP

Each day will have a nature related theme, and the hikes, activities and crafts will be tied to that theme. Each day at camp is built around the schedule below. There will always be some flexibility based on weather, camper interests and what we might see while exploring!

9:00 am	Drop-off and games
9:30 am	Opening Circle, daily nature theme intro, mystery item, and riddle
10:00 am	Snack
10:15 am	Morning hike and activities
12:00 pm	Lunch, games, and stories
12:45 pm	Choice Time: Games, crafts, or Nature Play
1:45 pm	Theme-based activity time & snack
2:45 pm	Closing Circle
3:00 pm	Pick-up

On Fridays, we end camp with an “I am Special” ceremony, where we highlight a characteristic of each camper. If you would like to arrive a little early for pick up, the ceremony typically starts around 2:40pm, at their camp base.

WHAT TO BRING TO CAMP AND HOW TO DRESS

Dress for exploring outdoors and playing games. Be prepared for any weather - we will be outdoors even on rainy days, so rain gear and something warm may come in handy! Any clothing should be ok to get muddy, wet, or dirty since our camps are hands-on in nature.

Please make sure that your child's name is on everything! We cannot be held responsible for lost items. We will keep a Camp Lost and Found. Any items not picked up by September 15 will be donated to a local charity.

What To Wear:

- Shorts and t-shirt; some families prefer long pants and long shirts to protect against the sun and against ticks or poison ivy.
- Long pants are highly recommended on fielding day (we will let you know which day this happens) as they provide better protection from ticks.
- Closed-toe shoes like sneakers or hiking shoes – For safety reasons, **no sandals please**. Closed-toe water shoes are ok for days we explore the pond, but please make sure your camper also have sneakers or hiking shoes with them for exploring the trails.
- Socks (to protect against blisters and poison ivy)
- A wide-brimmed hat to protect them from sun and insects. A wide-brimmed hat is required for the Great Blue Herons on their canoe day.

What to Pack (everything labeled with camper name)

- Backpack to keep their gear together and their hands free
- Two nutritious snacks
- Lunch. We notice that campers need to eat more at camp than they do while at school. A foam-insulated bag with an icepack is recommended.
- Sunscreen
- Insect repellent
- Water Bottle(s)- we can refill throughout the day
- A spare set of clothes in case they get wet or have an accident while at camp.
- A spare set of socks and old sneakers
- A raincoat- we will be outside all day, even in the rain!

Peanuts and Tree Nuts at camp: We allow peanuts and tree nuts at camp and will remind campers that food should not be shared with other campers. If there is a camp group where there is a known airborne nut allergy, we will inform camp families beforehand and ask that you do not pack any foods that contain the specific nut (peanuts, for example).

What NOT to bring to camp: Do not bring electronic devices, personal treasures, or expensive items to camp. Cell phones and other electronics are not to be used during the camp day. Knives, matches, firearms/ammunition, or other potentially dangerous items are not allowed and are grounds for dismissal. The possession or use of tobacco, alcohol, drugs, and weapons are prohibited. No animals, other than service animals, are allowed at camp.

DROP OFF AND PICK UP

Drop off & pick up times: Camp hours are from 9am to 3pm. The time before and after camp is important for planning and preparation. We do not offer before or after care.

Parking: Please drive slowly and park for drop off and pick up. Our parking area is one way, please follow the signs when you enter and exit.

Drop off: Park in the designated parking spaces. Walk your camper to their camp group, there will be signs for each group. Camp staff will greet you and your camper and check you in. If you are unsure which group your camper belongs to or have questions, the camp director and assistant director will be available to help.

End of day pick up: Park in the designated spots and walk to your camp group. You are required to show a photo ID. Only people listed in the Emergency Contact/Pick-Up section of the CampDoc health form will be allowed to sign out your camper. You may add additional people through CampDoc or in person during the camp week. For any last-minute additions, please contact Arcadia.

Late Drop off or Early Pick Up: Much of the day is spent outdoors, often away from the main area, which makes it tricky to accommodate late arrivals and early departures. Late drop-off and early pick-ups work best during lunch (11:30 am – 12:30 pm). Please speak to the Camp Director or Assistant Director in advance so we can plan accordingly.

Absent Children: If your child will be absent, please email us at arcadia@massaudubon.org or call Arcadia at (413) 584-3009 by 9am. If a camper does not arrive and we have not been notified of their absence, we will call you to find out if they are not attending or if you are running late.

CAMPER EXPECTATIONS

Copies of the full policy are available upon request.

Please go over these expectations with your camper before the start of camp. We also discuss expectations with campers as part of our morning circle.

Campers are encouraged to participate in activities, including outdoor exploration, games, crafts, and nature investigations. Due to the outdoor and exploratory nature of our camp program, campers must be able to walk on uneven terrain and trails. To ensure a successful experience, please share any pertinent information in CampDoc that will help us best

support your camper. We want to work with you to establish the best strategy for your camper!

All campers must follow our behavioral expectations and safety rules. The Camp Director reserves the right to dismiss a camper when the camper's behavior interferes with the rights of others or the smooth functioning of the group or activity or violates the camp's behavior policy. In such cases no refunds will be provided.

Camper Expectations

1. We treat all living things with respect and kindness.
2. We stay with our group.
3. We help take care of the materials used at camp.
4. We speak to others kindly and we respect their physical space.
5. We follow staff requests.

BEHAVIOR GUIDANCE POLICY

Our staff establishes expectations and offers guidance throughout each day. Mass Audubon sanctuaries are open to the public and camp groups may spend time in areas that have visitors, vehicles, varied terrain, water, and wild animals. For everyone to have a safe and positive experience, campers are expected to follow Mass Audubon's Camper Code of Conduct with minimal support from staff.

All families and campers review and sign off on Mass Audubon's Behavior Expectations and Camper Code of Conduct before attending camp. In addition, Mass Audubon's camp goals and inclusion practices are on our website. [Learn more >](#)

Mass Audubon's Camper Code of Conduct

1. Respect Yourself. Examples include:
 - Take care of yourself and your body and ask for help.
 - Apply sunscreen and bug spray.
 - If you feel uncomfortable or unsafe, talk with an adult.
2. Respect Nature. Examples include:
 - Carry in / carry out - take trash and recycling with you or put in an appropriate bin.
 - Leave animals, plants, and other parts of nature where you found them.

- Observe wild animals from a distance – use your eyes not your hands, unless it is permitted by camp staff.

3. Respect Others. Examples include:

- Listen and follow instructions given by camp staff.
- Stay with your group at all times.
- Use caring and kind language.
- Keep hands, feet, and objects to yourself.
- Respect other people’s physical space and objects.
- Listen to all ideas and be inclusive – allow others to join/play with you.
- Treat others the way they want to be treated and celebrate each other’s individuality.
- Use pronouns and names people introduce themselves with.

Proactive Behavior Guidance 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 below, depending on the situation. Camp staff may try a step multiple times.

	Leader Response	Consequences for Camper
1st step	Reminders of the rule.*	Reminders of the rule, discussion of why behavior was inappropriate, and possible options.
2nd step	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.
3rd step	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.
4th step	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.
5th step	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.

*If a camper intentionally hurts another person, themselves, or runs away from the group or staff member, they will immediately be brought to the Camp Director, Assistant Camp Director and/or Behavior Specialist.

After steps 1 through 4, if there is no mutually agreeable resolution of the behavior issues, the Camp Director may issue a written notice of termination. Refunds will not be provided for behavior-based dismissals.

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.

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.

Immediate Suspension

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.

HEALTH POLICIES

Our complete health care policy available upon request.

Sick Campers: If your camper is sick, please keep them home until they feel better. If a camper starts to feel sick while at camp, we will have them rest in a designated area until they can be picked up. A staff member will stay with them during this time. If a camper has a fever they need to be fever free (without the use of medication) for 24 hours before they can return to camp.

Medications: Medication must be sent in the original container with the pharmacy label attached. Medication must be handed to the Camp Director or Assistant Camp Director upon arrival. No medication, whether prescription or over the counter, may be administered to a child without it being listed in CampDoc. Be sure that any inhalers have the prescription label attached, or bring along the box with the label attached. All over-the-counter medications should be in their original container with the camper's name and date of birth written on the container along with instructions for administration.

Sun Exposure/Insect Bites: We will have a designated sunscreen and insect spray area near the parking lot and encourage your camper to wear both.

Tip: applying sunscreen first and bug spray second is recommended.

Massachusetts Department of Health encourages the use of wide-brimmed hats, long-sleeved shirts and long pants when exposed to sun.

Lyme and Tick-Borne Disease Prevention: There are potential health risks associated with ticks. Please take an active role in protecting your camper by checking each evening for ticks by feeling their skin for bumps. Visual checks for ticks on campers' arms, legs, and clothing is a regular part of our routine. Please visit the following Mass Department of Public Health website for a fact sheet on ticks and tick-borne diseases: www.mass.gov/tick-borne-diseases

Bathroom Needs: Campers will have opportunities to use the bathroom throughout the camp day. However, should nature call when we are far from any facilities, we will provide campers with support if they need to use the forest as their bathroom. Staff carry an outdoor bathroom kit and are trained in how to provide camper privacy and hygiene and minimize our impact. Please talk to your camper about this before camp. Preparing campers for their time at camp is essential in ensuring a successful and fun camp experience.

Adapting to the weather:

- **Rainy Days:** Campers are outside for most rainy days. Summer rains can be cold. Be prepared with rain gear and jacket. We have outdoor shelters to use when needed as well as indoor spaces to use during thunderstorms.
- **Hot Days:** On very hot days we will have misters set up. Your camper may be damp when you pick them up! You may want to bring a towel to protect your car seat. Please inform your camper and/or the staff if you wish to limit how wet they get. We will gain their verbal consent before any camper gets wet!

In the event of injury or first aid: Families will be notified, indicating the injury's nature, what was provided, and by whom. Arcadia will keep a copy, too. All camp staff are first aid and CPR certified.

Families will be contacted during the camp day if:

- A camper needs health care beyond our training
- A camper is not feeling well, and we determine it is best that they rest at home
- First aid was provided, and health care supervisors want to alert families prior to pick up
- A camper sustained an injury to the head.

In case of emergency: First aid will be administered at the level of training. The front desk staff, Camp Director, or Assistant Camp Director will notify families. We will work with you to coordinate further care, pick-up, or transportation of the child. When appropriate, local emergency response personnel will be called at the same time families are being notified. If a camper needs transportation, it will be provided by a parent/guardian or ambulance service. If the parent/guardian or emergency contact persons cannot be reached, the child's physician will be called, and that person will make decisions about additional help, i.e. ambulance and hospital care.

If unable to reach the camper's primary contacts, we will call emergency contacts from the health form.

Risk Management: Mass Audubon makes every effort to conduct safe activities. Some activities may involve risks that campers do not routinely encounter at home. Risk management is an essential element of all the activities that we offer. Our standard precautions include conducting our program in a manner consistent with the practices and procedures recommended by the Mass Department of Public Health and the American Camp Association. While we anticipate that these efforts will help ensure the well-being of each participant, we are also aware that it is neither possible to foresee every contingency nor to eliminate all risk.

COVID-19 POLICY

The health and welfare of our campers and staff is our highest priority. We will continue to stay informed and engaged with the work of the Massachusetts Department of Public Health and the American Camp Association, ensuring best practices, and staying safe as we adapt to the developing phases of the COVID-19 pandemic. We will adjust our COVID-19 policies based on the most up to date local and federal guidelines.

Based on current public health guidelines, masks will be optional. If you prefer for your camper to wear a mask, please pack a few masks in their backpack.

MASS DEPARTMENT OF PUBLIC HEALTH & EARLY CARE INFORMATION

COVID-19 Information

[Mass Department of Public Health Covid-19 information](#)

Meningococcal Disease and Camp Attendees

Campers are *not* considered to have increased risk of Meningococcal Disease, but the Department of Public Health requires us to provide you the information in the link below. Please read the document “Meningococcal Disease and Camp Attendees: Commonly Asked Questions.” You do not need to print or return a signed waiver to us.

[Meningitis info from mass.gov](#)

Mandated Reporting

Massachusetts law requires professionals who work with children to notify the Department of Children and Families (DCF) if they suspect that a child is being abused, neglected, or both.

PAYMENT AND DEADLINES

The full payment for camp and all forms (including health forms and immunizations to CampDoc) **are due on or before May 15** unless a payment plan has been set up with the Camp Director or Operations Manager.

A late fee of \$25 per camper will apply if any forms or payments are late or incomplete.

If registering after May 15, payment is required in full unless special arrangements are made. If payment or forms are incomplete, we cannot guarantee your camper’s slot will be held.

No camper is allowed to attend camp unless all forms, waivers, and payments are complete.

DEPOSIT AND REFUND POLICY

A **nonrefundable deposit of \$75 per session** is required. This amount is a portion of the fee; it is not an additional charge. Nonrefundable deposits cannot be transferred to another camper, session, family, or camp location. Please check your calendar for conflicts before registering.

Refunds will be given as follows:

- On or before May 15: refund of any payment other than the nonrefundable \$75 deposit
- After May 15: no refunds

If Arcadia must cancel a session, you will receive a full refund. Refunds are not given for participant dismissal, failure to attend, absence, or sick days. If your family has a special circumstance, please contact the Camp Director or the Operations Manager to discuss options.

QUESTIONS?

General camp questions: Tim Donner, Camp Director, (413) 206-7752,
tdonner@massaudubon.org

For registration questions, camp session openings, or camp payments, contact the Arcadia Registrars, (413) 584-3009. Press “0” after the call connects to reach the registrars or you can email them at arcadia@massaudubon.org

For payment plans and detailed billing questions, please contact us at arcadia@massaudubon.org

We look forward to seeing you and your camper this summer!