

Camper Handbook

AND PROCEDURAL GUIDE

2025

CONTACT US

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Dean of Campers: 401-300-4684

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Personnel Information

Camp Phoenix
Located behind the North Smithfield Elementary School
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campphoenixri@gmail.com
Seasonal Office Phone: 401-757-1221
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Camp Director.....Matthew Tek
Office Director..... Jen Loiselle
Administrative Assistant..... Domenica DaCosta
Administrative Assistant.....Sarah Dionne
Administrative Support..... Amanda Bean
Logistics Director.....Kelli Cirello
Upper Camp Program Director..... Devin Albino
Lower Camp Program Director..... Briana Robidoux
Lower Camp Program Director..... Theo Bazin
CIT Director.....
Dean of Camp Culture.....Korrie Laren
Dean of Campers..... Jo-Ann Fiano
Dean of Campers.....Brandon Wholey
Creative Director.....Kate Grist
Creative Director.....Erica Eggeston
Upper Camp Lead Counselor..... Eric Basile
Lower Camp Lead Counselor..... Jenna Forrest
Lower Camp Lead Counselor..... Sydney Yankee
Lower Camp Lead Counselor.....Jolie Forrest

Mission

At Camp Phoenix, we aim to create a joyful and inclusive environment where children can unplug, explore, discover, and grow. We are committed to providing engaging programs that promote teamwork, creativity, and personal development, all while encouraging a deep appreciation for nature and community. We aim to foster lasting friendships and unforgettable memories through a balance of adventure, skill-building activities, and supportive mentorship. Every camper has the potential to shine, and we strive to inspire confidence, resilience, and a lifelong love for learning in every child who joins us.

Program Objectives

At Camp Phoenix, we offer structured activity programs rather than free play. These programs are tailored to each camper, allowing each camper to experience success or simply try something new.

<u>Younger Flocks</u>	<u>Older Flocks</u>
<u>Parrots: Kindergarten</u>	<u>Kookaburras: 5th Grade</u>
<u>Roadrunners: 1st Grade</u>	<u>Owls: 6th Grade</u>
<u>Seagulls: 2nd Grade</u>	<u>Ostriches: 7th Grade</u>
<u>Peacocks: 3rd Grade</u>	<u>Ravens: 8th Grade* CIT HYBRID</u>
<u>Pelicans: 4th Grade</u>	

** Campers will stay in divided flocks during all transition times and lunches to maintain regular attendance counts and orderly transitions.

Archery: Campers will take turns learning and perfecting their shooting skills. All campers begin at Instructional (10 ft.), followed by Beginner (15 ft.), Intermediate (30 ft.), and Expert (45 ft.). Campers must earn 20 points to move on to the next level.

Performing Arts: Campers are welcome to bring their performance skills to the activities offered in this program. They include a weekly dance, skit, and song. Campers of all ages and skill levels work together to create performances related to the weekly themes.

Arts & Crafts: Campers can make arts and crafts to bring home or as part of a unique activity. They are encouraged to follow the project's weekly theme and main idea and be creative.

Athletics: Campers participate in several action-packed activities throughout the summer. Including the all-time camp favorites: Kickball, Water obstacle courses, Tennis, Baseball

Water Wars: Water Wars will take place on Tuesdays and Fridays. These may include a variety of water events. Children should wear their bathing suits underneath their clothes on these days and bring a towel! (Campers who choose not to participate will be directed to activities at the next, such as arts and crafts)

Engineering involves building Lego's innovative, hands-on building activities and experiments. Some fun activities have included Lego building, bottle rockets, egg parachutes, race cars, and lava lamps!

Camper Check-in/ Check-Out

The following procedures are to be followed to ensure that each camper's attendance is accounted for.

Check-In: An administrator or assigned counselor checks all campers in upon arrival every morning. After Check-in, all campers must report to their respective flock areas. One counselor per flock is responsible for taking additional attendance in their regions.

Check out: Parents/ Guardians will scan the QR code and fill out the form to dismiss their child. The form must be completed for documentation each time the camper is dismissed. Campers will be dismissed from their appropriate flock areas. Each flock will have access to the dismissal list via camp tablet.

Payment Information

To secure your child's registration for Camp Phoenix, please note the following payment details:

- **Registration Fee:** A non-refundable fee of \$40 per camper is required.
- **Weekly Rates:**
 - First Child: \$215 per week
 - Second Child: \$185 per week
- **Daily Rates:**
 - First Child: \$85 per day
 - Second Child: \$65 per day

Payment Procedures

- All payments must be made in person (cash or check) at the camp during drop-off, pick-up, or operational hours.
- Online payment methods are not available.
- The registration fee and payment for at least one week are due on Registration Payment Day to activate your child's registration.
 - The date and time are subject to change each year.
- Subsequent weekly payments should be made by the Thursday before the week your child will attend to ensure their spot is secured.
- Payments for the Camp Lunch Program must be made separately from other fees and are due by the morning of the day the lunch is requested.
 - If payment is not received without communication, the lunch order will be canceled for that day.

Refund Policy

Please be aware that Camp Phoenix cannot offer refunds or credits for future weeks once payments are made. Staffing and resources are allocated based on confirmed registrations and payments. Also note that refunds are not provided for weather-related cancellations, as Camp Phoenix remains open in all weather conditions unless a state-mandated forced closing occurs.

Contact Information

For any questions or concerns regarding payments, please contact Jen, Domenica or Sarah in the Camp Phoenix office:

- Email: campphoenixri@gmail.com
- Seasonal Office Phone: (401) 757-1221

HEALTH AND SAFETY

At Camp Phoenix, the health and safety of our campers are our top priority. We strive to create a safe, fun, and inclusive environment for all campers. Please review the following guidelines to understand how we manage health and safety at camp and what you can do to help us ensure a secure experience for everyone.

In the case of severe medical emergencies, An administrator will contact the home with appropriate information.

Our trained staff will respond immediately to assess the situation and provide appropriate care in a medical emergency.

- **Emergency Response:** Staff will assess the camper's condition, ensure other campers remain calm and safe, and administer basic first aid if needed. An administrator will be called immediately for serious emergencies, and parents will be notified immediately.
- **Allergy Awareness:** Please inform us of any allergies your child may have. If your child requires an EpiPen or other medication, ensure this information is provided during registration. EpiPens are stored in our camp office and administered by trained staff in case of an allergic reaction.
- **Minor Injuries:** For minor scrapes or bruises, counselors will administer basic first aid (e.g., bandages and ice packs) and document the in

Please ensure we have accurate and up-to-date emergency contact information and any relevant medical details for your child.

[Link to emergency contact form](#)

Camp Phoenix Phone Use Policy for Campers

Purpose:

This policy ensures a safe, engaging, and distraction-free environment at Camp Phoenix. Camp is an opportunity for campers to unplug, engage with nature, and build friendships without the distractions of technology.

Policy Guidelines

1. Phone Usage:

Campers are prohibited from bringing their phones to camp.

2. Emergency Situations:

Campers should immediately report any emergencies or concerns to a counselor or staff member. In emergencies, camp staff will handle all communications with parents or guardians.

3. Social Media and Photography:

Campers cannot take photos or videos of other campers or staff without permission.

Social media posting about camp activities is prohibited to protect the privacy and safety of all campers and staff.

4. Respect for Others:

Campers must respect others' privacy and personal space when using phones. Any misuse of phone technology, such as bullying or harassment through messaging or social media, will result in disciplinary action.

5. Consequences of Misuse:

Campers who do not adhere to the phone use policy may have their phones confiscated for their stay. At the end of camp, the phones will be returned to their parents or guardians.

- Repeated violations of this policy may lead to further disciplinary action, including dismissal from camp.

6. Support and Guidance:

Camp staff is available to help campers navigate feelings of homesickness or anxiety related to phone usage. Campers are encouraged to communicate their feelings and experiences openly with counselors.

Conclusion:

Camp Phoenix strives to foster a nurturing environment, prioritizing connection and growth. We encourage all campers to embrace the camp experience, make memories, and build friendships without the distraction of personal devices.

Please contact the Dean of Camp Culture for any questions regarding this policy.

Sun Safety

Spending time outdoors is a big part of camp, and sun safety is essential. Campers will be encouraged to practice sun safety throughout the day, and our staff will help younger campers reapply sunscreen as needed.

- **Sunscreen:** We recommend that your child wear a high-SPF sunscreen. Please apply sunscreen to your child before they arrive at camp each day. Application happens two times a day (morning and afternoon)
- **Hydration:** Staying hydrated is critical in the summer heat. Campers must bring a refillable water bottle to camp each day. Water stations are available throughout the camp.

Encouraging campers to wear hats and other sun-protective clothing is also highly recommended.

Allergy and Medication Policy

We take allergies and medical conditions seriously. If your camper has specific needs, please review the following guidelines:

- **Allergies:** To minimize exposure to allergens, we ask that parents provide information about any food or environmental allergies. Camp Phoenix is a nut-free facility, and we try to ensure a safe environment.
- **Medication:** If your camper requires daily medication, it must be provided to our camp office in its original prescription container, labeled with your child's name and dosage instructions. Our trained staff will store and assist with administering medications as needed. If your camper requires self-administered medicines, such as an inhaler, please inform us in advance.

All medical forms and health information should be provided at registration to prepare our team for specific health needs.

[**Link to Medical Forms**](#)

Weather Safety

Summer weather can be unpredictable. In the event of severe weather, we have specific plans in place to keep campers safe:

- **Rain:** Activities will be moved to shelters or tents on rainy days. However, with proper precautions, activities may continue outdoors in light rain. Campers should bring a light rain jacket as daily camp gear.
- **Thunderstorms and Severe Weather:** If severe weather arises, we will relocate campers to safe indoor areas within the school. Upper camp will move to the Orange Wing hallway, and lower camp will gather in the Gym. Parents may pick up their child if severe weather persists throughout the day.
- **Extreme Heat:** Campers will receive extra hydration breaks on particularly hot days, and shaded or indoor activities will be prioritized.
- **Reverse Evacuation:** In the event of a forest fire or anything else harmful in the woods (i.e., bear or unknown personnel), we will conduct a reverse fire drill, evacuating the campgrounds and entering the school building.



Late Night

Camp “reopens” every Thursday for a fun-filled night until 9:30 pm.

NOTE: This is optional for campers- registration and fee is required
Late-night forms will be emailed or posted on our website the Friday before the themed week. The form will close at 9 a.m. on Thursdays.

Creative Department

The Creative Department is responsible for all the magic at Camp Phoenix.

- **Year-Long Skit**—A year-long Skit is a series of skits that tell an overarching story. They usually occur once or twice a week or almost every week, and a new story is told yearly.
- **Week-long Skit**—This series of skits is tied to that week's theme. Typically, this type of skit happens 1-3 times a week, leading into the late night. Refer to the camp website for a list of the weekly themes.
- **Late Night**—Every Thursday night, campers can stay at camp until 9:30. Late nights typically include the campers participating in games and crafts and watching a performance. Dinner is pizza, which is also provided to staff.
- **Special Events**—Creative hosts several special events throughout the summer. The specifics are on the next page.

Canteen (Afternoon Snack)

Canteen is an optional special snack for campers during the PM part of the day. Campers go through the Canteen line drive-thru style. They take the items they want and pay at the end. Items range from \$1 to \$2. Campers are only allowed two items.

Camp Phoenix Trading Post

The Trading Post (Camp Store) is open during the Canteen throughout the year. It sells non-food items such as water bottles, small toys, and trinkets. , which change annually.

Camper Code of Conduct

Camp Phoenix is built on the Philosophy of **Safety, Socialization, and Decision-making**. Our entire program is built on the foundation of those ideals. Likewise, our discipline code is meant to reflect those values.

Campers Bill of Rights

- have an enjoyable summer experience
- To preserve the right to be campers and to let them progress at their rate.
- To develop a safe and nurturing relationship with adults.
- You must function within reasonable boundaries and know and learn the rules to adequately perform.
- To learn new things and to achieve new skills. From this achievement comes self-esteem.
- To risk, to dare, to try something new without the stigma of failure.
- To make new friends, even among those who may be different.
- To have a thriving group experience.
- To be treated with dignity
- To participate in a safe and respectful environment
- To be free of harassment, bullying, or other abusive behaviors
- To have FUN just being a camper.

Behaviors NOT allowed at camp:

1. Bringing toys from home: this includes games, playing/trading cards, action figures, Legos, etc.
2. Physical contact with other campers or staff: This includes minor physical contact, fighting (even play), physical aggression, and other forms of inappropriate touching.
3. Disrespectful behavior: This includes defiance, dishonesty, and name-calling.
4. Inappropriate Language: this includes vulgarity and lewd language inappropriate for camp-age children
5. Use of Electronic Devices: This includes cell phones, tablets, laptops, smartphones, video game systems
6. Vandalism or destruction of camp property: Deliberately defacing camp equipment as harming the natural environment that the camp is located in in a destructive manner
7. Smoking: this includes ANY substances... ALL smoking/vaping is prohibited
8. Bullying or Harassment: This includes physical, emotional, and verbal bullying.

Discipline policy

The Camp Phoenix Family would like your child to have the best possible summer camp experience we can provide. Therefore, we expect all campers and Counselors to follow camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of both the children and the staff.

Guidelines and Expectations:

1. Follow instructions from counselors promptly to ensure safety.
2. Show respect for all campers, staff, equipment, and property. (Do not insult, tease, threaten, or bully.) Try to work cooperatively with the Counselor and with other campers.
3. They should attempt to participate in the camp program to the best of their ability, but they should not try to disrupt activities other campers may enjoy.
4. Keep hands, feet, other body parts, and all objects to themselves unless part of a staff-led activity. No hitting, biting, fighting, theft, or destruction of camp property will exist.
5. Remain with assigned counselors during scheduled activities unless given explicit permission to leave. Do not leave camp without a parent or guardian. No camper will be excused to the parking lot at pickup without the proper paperwork/form response on file in the camp office and permission to leave for the day.
6. Use appropriate language in camp. This means no cursing or inappropriate discussions.
7. Follow all rules on field trips as outlined by staff, bus drivers, and venue management.
8. Clean up after yourself throughout the day to keep camp clean and safe and to reduce the need for All Camp Cleanup.

Discipline Procedures:

The goal is for all campers to act appropriately in camp for their safety and the safety of others. Steps will always be taken to redirect problematic behavior before problems arise. Special efforts will be made to help our young campers develop the social, self-regulation, and cooperation skills they need to succeed. When campers cannot follow the behavior guidelines, the following steps will be taken as the behavior progresses.

1. **Verbal Warning:** The counselor will warn the camper(s) and attempt to redirect behavior.
2. **Time Out/Alternate Activity:** The counselor will contact one of the Deans, and the camper will be removed from the activity and given time to self-calm or choose an alternate activity until ready to return to scheduled activities with the group. A fix-it ticket will be sent home.
3. **First parent contact (Loss of Privilege):** The parent or guardian will be notified at pick up or by phone that the camper has violated the camp rules.
4. **Second Parent Contact.** The parent or guardian may be contacted to pick up the camper. The child will be sent home for the remainder of the day.

Actions That call for Immediate parent contact/pick-up

- a. *Purposeful, aggressive contact with campers OR staff*
 - b. *Intentional Bullying and/or Harassment*
 - c. *Any actions or verbal threats that present harm to oneself, a fellow camper, or a staff member*
5. **Third Parent Contact:** The parent or guardian may be contacted to pick up the camper. The child will then be sent home for the remainder of the day.
 - a. *Before returning, a meeting with the Dean and Camp Director will be scheduled.*
 6. **Dismissal:** The parent or guardian will be contacted to pick up the camper. The camper will then be removed from the camp program and not eligible to return for the rest of the camp season. The parent will receive an incident report. The family will receive a refund for any weeks following the week of dismissal.

Mandated Reporting

All persons who have reasonable cause to know or suspect that any child has been abused and neglected, sex trafficked, commercially sexually exploited, human trafficked, or has been a victim of sexual abuse by another child are required by Rhode Island General Law (RIGL) [40-11-3](#) to report this information to the Department of Children, Youth, and Families (hereinafter the Department) within 24 hours.

Any sexual abuse, sexually harassing, or voyeuristic behavior by any Department provider, vendor, contractor, volunteer, or staff toward a child/youth is reported to the CPS Hotline within 24 hours and investigated by a Child Protective Investigator (CPI).

[RIGL 40-11-2](#) defines an "abused and neglected child" as a child whose physical or mental health or welfare is harmed or threatened with harm when his/her parent or other person responsible for his/her welfare

Counselors are responsible for contacting and reporting to the Dean of Campers or Camp Director, who then will report to the state

Bullying

NOTE While Camp Phoenix does not allow the use of devices in camp, cases of cyberbullying between campers outside of camp are also prohibited.

What is bullying?

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child being bullied has a hard time defending himself or herself.

Bullying can take many forms, such as hitting or punching (physical bullying), teasing or name-calling (verbal bullying), intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email (cyberbullying).

Prevalence of bullying:

- Studies show that between 15–25 percent of U.S. students are bullied with some frequency (“sometimes or more often”), while 15–20 percent report that they bully others with some frequency (Melton et al., 1998; Nansel et al., 2001).

- Recent statistics show that although school violence has declined 4 percent during the past several years, the incidence of behaviors such as bullying has increased by 5 percent between 1999 and 2001 (U.S. Dept. of Ed., 2002).

- Bullying has been identified as a significant concern by schools across the U.S. (NEA3, 2003).

- In surveys of third through eighth graders in 14 Massachusetts schools, nearly half who had been frequently bullied reported that the bullying had lasted six months or longer (Mullin-Rindler, 2003).

- Research indicates that children with disabilities or special needs may be at a higher risk of being bullied than other children (see Rigby, 2002, for review)

Bullying and gender:

- By self-report, boys are likelier than girls to bully others (Nansel et al., 2001; Banks, 1997).

- Girls frequently report being bullied by both boys and girls, but boys report that they are most often bullied only by other boys (Melton et al., 1998; Olweus, 1993).

- Verbal bullying is the most frequent form of bullying experienced by both boys and girls. Boys are more likely to be physically bullied by their peers (Olweus, 1993; Nansel et al., 2001); girls are more likely to report being targets of rumor spreading and sexual comments (Nansel et al., 2001). Girls are more likely to bully each other using social exclusion (Olweus, 2002).

- Use of derogatory speculation about sexual orientation is so every day that many parents do not think of telling their children that it could be hurtful (NEA2, 2003). Consequences of bullying:

- Stressors of being bullied can interfere with student engagement and school learning (NEA Today, 1999).

- Children and youth who are bullied are more likely than other children to be depressed, lonely, anxious, have low self-esteem, feel unwell, and think about suicide (Limber, 2002; Olweus, 1993).

- Students who are bullied may fear going to school, using the bathroom, and riding on the school bus (NEA1, 2003).

CIT Program

The CIT Program helps campers transition into leadership roles at Camp Phoenix. CITs earn volunteer hours, gain work skills, and assist counselors. They learn to be counselors under the supervision of the CIT Director.

RAVENS (Year One / PURPLE SHIRTS)

EXPECTATIONS

Ravens will be a hybrid CIT/ Camper- The morning will be their CIT training time, and the afternoon will serve as their time to be a Camper (with Raven-specific activities)

- Observing counselors leading activities
- Serving as a role model for younger campers
- Participating in activities, dancing, and acting
- Assisting with camper supervision
- Engaging in CIT-specific training with the CIT Director
- Will have no part in disciplining a camper
- No Formal Evaluation

HAWKS (Year Two / ORANGE SHIRTS)

EXPECTATIONS

In the second year of the CIT Program, the Hawks objectives will be

- Assist counselors with (including but not limited to):
 - Setting up activities
 - Cleaning up activities
 - Escorting campers
- Formal evaluation

Hawks are still subject to following expectations from the previous year

EAGLES (Year Three/ BLUE SHIRTS)

EXPECTATIONS

In the final year of the CIT program, the CITs will actively engage in real-world counseling scenarios, working closely with seasoned counselors to develop their skills and confidence as potential future counselors.

- Professionalism
- Active Participation
- Collaboration
- Growth Mindset

Roles:

- Camper Support
- Program Delivery
- Leadership Development
- Formal Evaluation

CIT Performance Evaluations

[Link to Rubric](#)

Camp Phoenix's three-year CIT program provides a structured framework for counselors in training to grow and improve through developmentally appropriate feedback. The program focuses on guiding CITs through their strengths and areas for growth, allowing them to develop essential leadership skills, effective communication, teamwork, adaptability, safety awareness, and positive role modeling. Using a detailed evaluation rubric, the program offers specific feedback to each CIT, enabling them to understand their progress and improve. This approach ensures that CITs receive the support they need and prepares them for future employment at Camp Phoenix and beyond in the public workforce.

Performance Evaluations ensure that:

- CITs will be given timely and helpful performance feedback
- Personal and Job performance development will be discussed by the director and employee
- All CITs are evaluated consistently based on their contribution to the camp

Every CIT must develop the skills, knowledge, and abilities to perform consistently throughout the camp season.

CITs are entitled to know how their performance is reviewed and how they can improve or enhance performance.

Therefore, every CIT's performance will be reviewed and communicated to the CIT, as provided below.

[Link to Rubric](#)