B

Camp Bernadette & Camp Fatima Handbook



Policies & Procedures

F

Table of Contents

3 - About Us
4 - Safe Environment
5 - What Not to Bring to Camp
6 - Dress Code
7 - Registration & Cancellation Policy
8 - Medical Policies
13 - Phone/Device Policy
14 - Code of Conduct
15 - Behavior Policy

Thank you for choosing Camp Bernadette and Camp Fatima. We want to make sure that your camper is prepared to have the best session(s)of their life!

Founded in 1949 and 1953 on the shores of Upper Suncook Lake and Lake Wentworth and operated by the Roman Catholic Diocese of Manchester, Camp Bernadette and Camp Fatima's mission is to create a community where all are welcome. Guided by our Catholic faith we provide a fun and engaging outdoor camping experience where campers and staff learn new skills and grow in faith, confidence, and friendship.

Bernadette and Fatima offer important formative experiences to girls and boys during their time at camp, which serve them well for the rest of their lives. Campers make lifelong friendships, grow in their faith, and develop confidence and assurance to become strong, considerate men and women.

For generations, girls and boys have made lifelong memories and friendships at our camps. We offer these rules and guidelines to help continue that tradition. While not intended to be an exhaustive list, we hope this outline provides some structure for the camp experience. We look forward to welcoming you to the Bernadette and Fatima family.

Sincerely,
Andrew Thibault

Executive Director of Camp Bernadette and Camp Fatima

Creating a Safe Environment at Bernadette & Fatima

While your child is at camp, please understand camper safety is our top priority. To ensure all camper safety, Camp Bernadette & Camp Fatima adhere to the Diocese of Manchester safe environment policies and the American Camping Association policies. These procedures include but are not limited to: annual background checks for all staff and volunteers, online child safety training, and annual checks of the national sex offender registry. The Diocese of Manchester reviews the Camps records at the beginning of each summer to ensure full compliance. The ACA also audits each camp every 5 years. If you have any questions about safe environment procedures, please contact the office.

What Not to Bring to Camp

- ❌ Please do not send your children to camp with money, expensive clothes or equipment (i.e. tennis rackets, electronics, jewelry, cameras, portable chairs, mini refrigerators, laptops etc). These items tend to get lost or damaged. If your child brings such items, camp will not be responsible for loss or damage.

- ❌ Please keep sports equipment at home. All sports equipment during your child's stay is provided by the camp.

- ❌ Due to insurance restrictions, bicycles, skateboards, rollerblades, ear piercing supplies, hair dye, barber clippers, and similar items are not allowed in camp. Matches, lighters, candles, fireworks, and similar items are prohibited.

- ❌ Cell phones will be turned in upon arrival and stored securely by camp staff until check out day.

- ❌ Please consider alternatives to aerosol cans such as pump-sprays or roll-ons if possible.

- ❌ Drugs, alcohol and weapons are STRICTLY PROHIBITED from camp. Camp Bernadette and Camp Fatima reserve the right to dismiss campers bringing such items onsite.

Substance Use Policy

At Camp Bernadette and Camp Fatima, the safety and well-being of our campers and staff is our highest priority. As part of our commitment to maintaining a secure and healthy environment, we strictly prohibit the possession, use, or distribution of illegal substances on camp property or during camp-sponsored activities.

This includes, but is not limited to, any illegal drugs, including marijuana, regardless of its legal status in other jurisdictions. Please note that while marijuana may be legal in some states, it remains prohibited for use or possession by minors and is not permitted on campgrounds under any circumstances. Any violation of this policy may lead to an immediate dismissal.

In accordance with state and federal laws, any discovery or suspicion of illegal drug use or possession will be reported to the appropriate law enforcement authorities. This is not only a legal requirement but also a vital step in protecting the safety of our camp community. We ask all campers, staff, and families to support this policy in order to uphold the values and responsibilities that guide our Catholic camp community.

Dress Code

At Camp Bernadette and Camp Fatima, we are committed to upholding and respecting the dignity and integrity of each and every camper given to them by God. To help maintain this atmosphere, we ask all campers and staff to wear clothing that reflects modesty and appropriateness for a youth-centered setting.

Please keep in mind the following guidelines for ALL campers:

Clothing should provide adequate coverage and adhere to the following:

- Athletic shorts and skirts cannot be too short. Please use the following rule as a guide: When a person stands up straight with their arms relaxed at their sides, the hem of their shorts/skirt should be at least as long as their fingertips.
- Tee shirts and tank tops cannot expose the midsection or have low necklines.
- Clothing with graphics, language, or symbols that reference drugs, alcohol, profanity, or other inappropriate content is not permitted.
- As a non-political community focused on faith, fun and friendship, we kindly ask that clothing be free of political messages or imagery.

Swimwear:

- Girls: Please bring a one-piece swimsuit or modest tankini that offers full coverage for Bernie-Fatima days.
- Boys: Swim trunks (please no sagging swimwear).

Our staff will ask campers to change if an outfit is not in line with these expectations. This will be done with care and respect to maintain a positive environment for all.

We appreciate everyone's cooperation in helping us uphold the dignity and spirit of camp life.

Registration and Cancellation Policy

Once you sign your Terms of Agreement and finalize your registration, all cancellations are subject to our cancellation policy.

- All cancellations will result in the loss of registration fees and any credit card fees.
    - Cancellations on or before February 28 - all monies paid toward tuition will be refunded, less the registration fees and credit card fees
    - Cancellations on or after March 1 - No refunds given

Camp tuition is not prorated for late arrivals or early departures. If a camper has to depart a session once a session has started, no refunds will be given. If a scheduling conflict has arisen, you may switch your camper's session for no additional cost, provided there is space available in their age division. Session switches only apply to other sessions in the current season. Tuition payments are not transferrable to a future season. If you have a balance due from a previous year, your card will be automatically charged for the amount past due.

If you cancel your child's registration due to medical or mental health concerns, it is the responsibility of the parent/guardian to submit documentation from a physician explaining the circumstances. All medical and mental health cancellations will be reviewed by the Resident Director and the Executive Director. Medical related refunds are processed at the discretion of the camp directors, and are reviewed on a case-by-case basis.

Camp Bernadette and Camp Fatima reserve the right to refuse your camper entry to camp if they do not meet the criteria required to attend camp. This criteria includes, but is not limited to: adhering to the camper code of conduct, following the policies outlined in this handbook, and adhering to the camper behavior policy.

To secure your space at camp final payment must be made by April 1. If you choose to make monthly installments, the credit card or account used for your deposit will be charged on the 1st of every month, beginning December 1 and ending on April 1. If your account is not paid in full by April 1 and arrangements have not been made, your space will be released so that we may contact those on our waiting list. All additional fees incurred at camp after registration will be immediately charged to your credit card or bank account on file. This includes but is not limited to: additional sessions, medical fees, postage, laundry, change weekend trip, bus fees, and camp store charges.

A credit card surcharge will be assessed for all credit card payments. ACH/eCheck and debit card payments will not be assessed a fee.

Health Center & Medical Policies

All campers who attend Bernadette and Fatima are required to carry health insurance. Camp Bernadette & Camp Fatima must have permission for the camps to treat your child in the event of medical emergency and/or routine medical care. As your child is in our care, camp acts in loco parentis; or in place of a parent/guardian's care.

All medications (including prescriptions, over the counter meds, vitamins, and melatonin) must be given to the nurse at check in and must be stored in the health center unless determined in writing that the camper must have it on them due to frequent use or emergency use (ex: inhaler, epi-pen). All medications are secured in a locked cabinet except when required to be kept by the camper on his/her person for frequent or emergency use, with such arrangements also being confirmed in writing.

All medications must be labeled and in the original container. Medications in non-labeled containers will be returned to the family. They will NOT be given to campers. Prescribed medication must have the original prescription information attached to the container. There should be enough medication to cover the entire period the camper will be at the camp. If that is not possible, the parent/guardian is responsible for getting the needed refill to camp.

Routine personal medications are administered under the supervision of the RNs in accord with written orders from a medical provider (as indicated on the prescription label) or, in the case of OTC medications/vitamins/supplements/homeopathic/ naturopathic, at the request of the parents and agreed to in writing by the medical provider (should be included on the list of medications on physical). Medication instructions should be included for non-prescription medications including when to administer, how to administer, and why it is administered. If the prescription or medication label is not written in English, an accurate translation must be provided. Any OTC medications, supplements, naturopathic remedies that do not have written directions from the camper's licensed provider will NOT be given to the camper.

If campers do not report to the health center to take scheduled medication, the nurse will contact appropriate staff and have the person sent to the infirmary. If a person refuses the medication, the nurse will return it to the medication bottle and note that it was refused in the medication administration record. If this continues, the nurse may contact the parents and the director to determine the best course of action.

Medical (cont.)

The infirmary maintains a stock of frequently used OTC medication. Permission to use these medications is given by the parent/guardian on the child's medical form.

The nursing staff will contact parents/guardians or emergency contacts as soon as possible when a camper has a concern that needs parental discussion, this includes any illness or injury. Parents should feel free to call the Infirmary when they have medical concerns, need to follow up, or want to report a concern noted in a bunk note or other communication. If a camper is in the infirmary for 24 hours, an assessment will be made as to whether the camper needs continued care at home.

There is no doctor in camp. If the nursing staff determines that the camper needs to be seen by urgent care or the emergency room, the parent or guardian will be contacted. The nursing staff works collaboratively with the Resident Director or Assistant RD so that arrangements can be made for outside services. There is a Pediatric Nurse Practitioner at camp who can assess and treat many issues. Any treatment recommendations will be reviewed with the parent/guardian for consent.

A current medical history, including the immunization history, should be on file for every camper and updated annually. This record will include the results of a physical by a licensed Doctor, NP or PA within one year of arriving at camp, past medical history, any disease of abnormal conditions found on exam, recommendations for exclusion or treatment of the person, and any modification needed in their activities. This record should also have the family or other responsible person's name, address, email, and telephone number to contact during an emergency.

THESE HEALTH FORMS ARE REVIEWED PRIOR TO CAMP; YOUR COOPERATION IN COMPLETING THEM IS ESSENTIAL.

Medical (cont.)

Mental Health Policy

Campers who make comments about self-harm will be evaluated by the infirmary. Infirmary staff are trained in Mental Health First Aid and are not licensed therapists. Parents will be notified and a plan developed for them to return home for a mental health evaluation. If parents refuse, then the camper will be evaluated by the local mental health crisis team.

Special Medical Needs

Please call or email our camp registrar outlining your camper's condition and any special requirements. This will allow us to determine if we are able to adequately meet your child's needs and provide a meaningful camp experience. Additionally, we encourage you to speak with the nurse during the health check-in and to your child's cabin counselors. Please provide any special dietary concerns on the health form.

Lice

Camp will perform a lice check upon arrival, or at the LI bus check-in. If lice or nits are detected, we will need to treat your camper at a cost of $250.00 on site. Please know we did not come to this decision lightly; it is a multi-day process of treating the hair and involves laundering all of the campers' belongings. If lice/nits are detected at the LI bus check-in, your camper will not be allowed to board the bus, and will follow the procedure below.

If our medical team determines your child has lice, and the severity is beyond our capacity to treat, your camper will not be allowed entry into camp. It will be the responsibility of the parent/guardian to obtain professional, comprehensive lice treatment for their child. Campers may return to camp once they are free from lice and nits, and the parent/guardian provides proof of treatment/doctor's note stating their child is lice-free. Camp Bernadette & Camp Fatima will not incur the cost of treatment nor provide a refund of tuition for any time missed at camp.

Wildlife Exposure

Purpose

The purpose of this policy is to protect everyone at camp from injury or illness resulting from encounters with wildlife in and around camp property.

It is important to acknowledge that both Camp Bernadette and Camp Fatima are located in natural environments that serve as habitats for a variety of wildlife. While the camps take reasonable precautions to minimize exposure and ensure camper safety, encounters with wildlife cannot be eliminated.

By attending camp, you acknowledge and accept the inherent risks associated with outdoor and wilderness environments, including potential exposure to wildlife.

General Guidelines

Campers and staff must never approach, feed, or attempt to handle wild animals, including birds, reptiles, amphibians, and insects. If wildlife is spotted near cabins, play areas, or other high-traffic zones, campers must notify staff immediately.

Wildlife Safety Education

During orientation, staff and campers will receive training on recognizing common wildlife (e.g., bats, snakes, raccoons, skunks, bears, ticks, etc.) and understanding appropriate responses.

Procedures for Wildlife Encounters

Remain calm; do not run or make sudden movements. Notify the nearest staff member if an animal is seen near camp activity areas.

Disease Prevention

No direct contact with dead or injured wildlife allowed.

Tick and mosquito precautions:

- Daily tick checks for campers and staff.
- Encourage use of insect repellent.
- If tick is found, camper must report to counselor and nurse immediately.
- Medical staff must remove and document all ticks/ bites.

Rabies risk animals (bats, raccoons, skunks, foxes, etc.) must be reported immediately; potential exposures trigger medical evaluation.

Emergency Response - If a person is bitten or scratched:

Wash the area thoroughly with soap and water and report incident to the camp nurse immediately. Medical staff will record the incident and contact local health authorities for guidance. If wildlife poses a continuing threat, suspend activities in affected areas until cleared.

Camps Policy with Respect to Transgender and Non-Conforming Campers and Staff

Camp Bernadette for girls and Camp Fatima for boys are owned by the Diocese of Manchester, NH and while we welcome individuals of all faiths and denominations, we adhere to the teachings of the Roman Catholic Church.

With respect to sexuality and sexual identity, the Catechism of the Catholic Church states: (No. 2333) "Everyone, man and woman, should acknowledge and accept his sexual identity. Physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life. The harmony of the couple and of society depends in part on the way in which the complementarity, needs, and mutual support between the sexes are lived out." (No. 2393) "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity."

With respect to body and soul, the Catechism of the Catholic Church states:
(No. 364) "The human body shares in the dignity of "the image of God": it is a human body precisely because it is animated by a spiritual soul, and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit: Man, though made of body and soul, is a unity. Through his very bodily condition he sums up in himself the elements of the material world. Through him they are thus brought to their highest perfection and can raise their voice in praise freely given to the Creator. For this reason, man may not despise his bodily life. Rather he is obliged to regard his body as good and to hold it in honor since God has created it and will raise it up on the last day."

Therefore, consistent with Church teaching on sexuality, body, and soul, any transgender or non-conforming campers and staff who desire to attend, work, or volunteer need to be biological females at Camp Bernadette and biological males at Camp Fatima. Any transgender or non-conforming campers and staff must understand our policy, strive to always act in a manner that is in accordance with those teachings, and agree to avoid creating confusion or scandal toward the Catholic Church or act in a manner that is in direct conflict with Church teachings. The camps are committed to offering an environment that is safe, respectful, and affirming of the dignity of all persons.

Phone Policy & Visitor Policy

Camper Phone/Device Use

The camp experience is a perfect way for children to develop a sense of independence and self-reliance. Camp is tech-free, with the exception of Kindles/eReaders. We do not allow cell phones, smart watches, Nintendo Switch game consoles, or other electronics that connect to cellular service at camp. We do not have a phone available for campers to routinely make or receive phone calls. Should you need to contact your camper in an emergency, please call our camp office and a staff member will assist. If you would like to check on the well-being of your camper, please call our camp summer office from 8:30 am to 4:30 pm at 603-931-5500. We will be happy to have a staff member check in with your camper and get back to you to address your questions or concerns. If you have an emergency after hours please call the office and the emergency number will be announced as it changes each summer. This number is for emergency purposes only and will be answered by a staff member ready to help.

Visitor Policy

Both camps are equipped with a security gate. All visitors must ring the call box and report to the Summer Office to sign in. Visitors must be prepared to show identification and are required to keep their visitor pass visible at all times. Visitors are not allowed in camper cabins or shower houses and may not be overnight guests. Please note that camp is a small community and visitors may be approached by staff members to check in with them.

Important Contact Information

Call our camp phone year-round at 603-931-5500.

During the summer, please email the office team for the fastest response times:

bernieoffice@bfcamp.com (for Bernadette)

fatimasummeroffice@bfcamp.com (for Fatima)

During the summer, you can also email the nurses directly:

bernienurse@bfcamp.com

fatimanurse@bfcamp.com

Throughout the summer season, when you dial 603-931-5500, you will be prompted to select Camp Fatima or Camp Bernadette. At that point, an office staff member will answer your questions, direct your call, or take a message.

Camper Code of Conduct

Camp behavior expectations include, but are not limited to, those outlined in the Code of Conduct. As a camper at Camp Bernadette or Camp Fatima, each person affirms the following:

I will act in a manner that is respectful to other campers, staff, & myself and agree to abide by the following rules:

1. *I will respect my fellow campers and their personal belongings by not; picking on or making fun of others, instigating verbal or physical fights, going into and/or stealing other camper's belongings.*
2. *I will respect the counselors and staff by listening to and following their instructions.*
3. *I will respect the camps by not stealing or causing damage to camp property.*
4. *I will respect the environment and facilities; I also understand that program spaces indoors and outdoors are to be respected as well as one's personal living space.*
5. *I will respect myself by not using inappropriate language, nor will I bring to camp any weapons, drugs/alcohol, tobacco, or inappropriate/explicit material (magazines, music, etc.)*
6. *I will respect the technology free policy. (No phones)*
7. *I will respect the privacy of all in camp by not posting any pictures taken at camp on the internet.*

I understand that if I am in violation of these rules, my parents may be notified and I may be sent home. I understand and agree that all transportation expenses shall be the responsibility of the undersigned parent or guardian. I also understand that if I am suspected of being in possession of any weapons, illegal drugs, alcohol, tobacco, inappropriate/explicit material, or stolen property, Camps Bernadette & Fatima reserve the right to search my personal belongings (trunks, duffle bags, purses, etc) in its pursuit to safeguard the safety and property of the campers and staff.

In order to ensure the safety of all campers and staff, we ask that you take the time to assist your child in packing their belongings and inspect for any cell phones or contraband (tobacco, drugs, alcohol, pornography, etc). You as a parent are the first line of defense in helping us maintain a safe environment for all who attend Fatima & Bernadette. As part of the check in process, when you arrive at camp, we will do a quick double check of all their belongings (including those arriving on the Long Island Bus) to ensure that nothing inappropriate is brought into camp. This is a common practice in schools when students are going on field trips and at the check in process of other residential camps. Your child's safety is one our highest priorities. Please do not hesitate to contact us if you have any questions and we appreciate your cooperation in this matter.

Behavior and Dismissal Policy

With these standards and expectations in place, the Resident Director and/or the Assistant Resident Director must reserve the right to ask that a camper at risk to themselves or the camp community be removed from camp immediately. We will extend every effort on behalf of the entire camp community to make the camp experience a positive one. We hope to form a partnership with families to deal with concerns in an honest, productive, and effective manner.

Our Catholic values guide our everyday actions and decisions. We pledge to care for your child and help them on the right path towards positive experiences, building relationships, and making good choices. Together, we can ensure that your child has a meaningful, fulfilling, and fun summer experience while at Camp Bernadette & Camp Fatima.

Behavior and Dismissal

As a close-knit community, Camp Bernadette & Camp Fatima expect each camper to respect themselves, others, the facilities, equipment, as well as the natural environment we live in. All campers are expected to behave responsibly and appropriately at all times while under our supervision and abide by the Code of Conduct. We use the H.E.A.R. system to watch for any potential issues. Most times campers will comply with redirection and no further action is needed.

After reasonable attempts to modify irresponsible or inappropriate behavior, including but not limited to: bad language, use of threats, defiance, fighting, property damage, a camper may be dismissed from camp. Direct threats of significant physical harm to oneself or others, possession of drugs, alcohol, cigarettes, and vapes are grounds for immediate dismissal.

Campers dismissed from camp for disciplinary reasons will not be allowed back to Camp Bernadette & Camp Fatima for a different session that same summer. The camper may also be asked to not return to camp in the future.

If a camper's behaviors, mental or physical state develop into a condition requiring a 1:1 camper to counselor ratio, then dismissal may be required.

If a child is dismissed from camp due to a medical condition, they may only return to camp once their doctor has submitted a letter to camp stating that it is now safe for that camper to return to regular camp activities. Our goal is always to work collaboratively with families to support each camper's growth and well-being.