

# Half-Day Camp Springbrook Parent Handbook



## How to Reach Us:

Springbrook Nature Center  
Main Line .....763-572-3588

### **Interpretive Program Coordinator**

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### **Interpretive Program Coordinator**

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### **Administrative Assistants**

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## Camp Cancellation Policy

To cancel a camper(s) out of a Springbrook summer camp, you must fill out and submit a Jotform. Jotforms are available on the Springbrook Summer Camp website page. Jotforms must be submitted online.

Jotform cancellation requests **MUST** be received during Springbrook's business hours, no later than 5pm, for the cancellation to count for the day the request was submitted. All requests received after that time will count as being received the next day.

Families may always cancel a camper out of a camp at any time. Refunds of camp follow the following guideline:

- A cancellation 30 days prior to the first day of a specific summer camp will receive a full fee refund.
- A cancellation made 14-29 days prior to the first day of a specific summer camp will receive a 50% fee refund.
- A cancellation made 1-13 days prior to the first day of a specific summer camp will not receive a refund.

Camp Transfers: Anyone transferring a child from one camp to another must cancel completely and sign-up for new camp.

Springbrook employees will email a cancellation receipt (or explanation of no refund) after the cancellation process is completed.

## Drop Off and Pick Up Time

Half Day Camps run 9 am—11:30 am Tuesday—Thursday out of our Pavilion Activity center.

Please adhere to the posted drop off and pick up times.

Drop Off Time: 9 am

Pick Up Time: 11:30 am

## Sign In and Sign Out:

Sign In and Sign Out will happen with your child's naturalist, usually at the PAC (picnic pavilion). Please follow signs and check in with the staff. There will be a daily sign in and sign out form.

We value your child's safety, and want to make sure that they are going home with the right person. For that reason, we **will require a photo ID at pick-up**. If a non-authorized person attempts pick up we will call an authorized pick up person. If contact cannot be made, we will not allow the child to leave.

## Absences:

Please inform the nature center office if your child will be unable to attend. Our staff wait to leave the building until all children have arrived. Please make sure the nature center staff know about any absences by 9:00 am.

## Reporting Communicable Diseases

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to the program. For the safety and well-being of participants and staff, parents/ participants must notify the Nature Center at 763-572-3588 of the situation at the time of diagnosis. Participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to the program.

### Flu or COVID-19 Symptoms

Our camps follow the current CDC and Minnesota Department of Health guidelines. Please, keep your campers home until symptoms subside. If vomiting or fever occurs, keep your camper home at least 24 hours **and** symptoms subside.

### Head Lice

The participants must be NIT FREE in order to return to the program.

### Conjunctivitis (Pink Eye)

Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

### Chicken Pox

Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.

## Clothing

### **(please label all clothing)**

Our group will spend a significant amount of time outdoors exploring in forests, prairies and wetlands. As with all natural areas, we encounter nuisance plants and pests, including, but not limited to: poison ivy, stinging nettle, and mosquitoes. For this reason, we recommend the following dress code for:

- Long pants
- T-shirt
- Closed Toed Shoes

**Do not send your child in dresses, flip flops, or clothing that you would prefer not get dirty.**

## What to Bring (Label all items with first and last name)

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### **Required:**

- **Snacks for mid morning** (in an insulated carrier if sending perishables)
- **WATER BOTTLE** (reusable if possible)
- **Complete Change of Clothes**

Suggested:

- Back Pack
- Hat (for sun protection)
- Plastic Bag for Dirty Clothing
- Light Jacket/Sweatshirt (Weather Dependent)
- Towel

## **What NOT to Bring**

- Valuables
- Electronic Devices
- Toys
- Multitools, pocket knives, or weapons
- New school clothes (they won't look new after)

## **Sunscreen and Insect Repellent**

It is a big change for your child to go from being inside a school to being outdoors all day. Please make sure your child has sunscreen on before they arrive and discuss the importance of sunscreen usage with them.

We also encourage our participants to:

- Wear a hat!
- Wear protective clothing (light colored, loose)
- Wear waterproof sunscreen, minimum SPF 15, and apply 30- 60 minutes before exposure. (Remember earlobes, tops of feet and neck. Use sunscreen even in hazy, cloudy weather.)
- Stay hydrated — drink a lot of water.

While attending nature club at a nature center, your child will encounter bugs. We suggest applying bug spray before drop off.

## **Typical Schedule**

Arrival/Quiet Activities

Circle Time

Activity

Snack

Activity

Quiet Activities and Pick up

We will send home notes with your child when there is something special coming up that you will need to prepare for. In addition, we encourage you to chat with your child's naturalist to get the daily scoop and a notice about what is coming up in the future.

## **Restroom Use**

To participate in the program, children must be able to use the restroom independently. Staff understand that accidents happen and should an accident occur, children will be encouraged to change into their spare clothes and must be capable of doing so independently. If the child is not capable of doing this, staff will call child's contacts.

## **Inclement weather**

### **Rain**

We love playing in the rain at the nature center. If there is no threat for severe weather, we will continue activities outdoors. Please send your child with rain gear or an umbrella.

### **Thunder**

If there is thunder present, the staff of the nature center will monitor radar in search of severe weather. children will move indoors when it is no longer safe to remain outdoors.

### **Lightning**

When lightning is present, we will not be outside with children. All activities will take place indoors until the weather is clear. Nature Center staff will monitor weather radar throughout the weather event.

### **Tornado**

Tornado warnings and watches are taken seriously here at SNC. children will be brought inside the building and into an interior room with no windows. To keep everyone calm, we will play indoor games. We will not mention watches and warnings to children unless necessary so that we do not alarm anyone.

### **Heat**

Summer heat can be dangerous, and we take that seriously at Springbrook. We will encourage children to drink and refill water bottles. In addition to consuming water, we regularly plan water games to be played outside. If the heat index is too uncomfortable to be outside, we will move indoors and into the air conditioning.

## Springbrook Nature Center Social Contract and Code of Conduct

### Staff Responsibilities

1. Provide a positive, safe, and caring environment for all participants.
2. Provide an educational and recreational environment conducive to the physical, intellectual, emotional and social development of each child.
3. Communicate regularly with the parent/guardian concerning the child.

### Child's Responsibilities

Follow the Springbrook Nature Center Code of Conduct

1. Tries to show respect to all participants and program staff.
2. Take direction from program staff/supervisors.
3. Refrain from using verbal threats, disrespectful language, bullying, bullying-like behavior or other harassing behavior.
4. Refrain from any form of aggression, including lack of self-control with anger, blatant disrespect or absolute refusal of staff person in charge, or causing bodily harm to self, other participants, or program staff/supervisors
5. Refrain from damaging equipment, supplies, and facilities.
6. Put belongings away neatly in the designated spaces when entering the program area.
7. Always show respect for other people and keep hands to oneself.
8. Always show respect for others' property.
9. Be polite in words and actions – no put-downs or foul language.
10. Participate in planned activities.
11. Remain with the group at all times under the supervision of Nature Center staff.
12. Pick up area before moving to another activity.
13. Use equipment safely.
14. Walk quietly and orderly in the halls. Run only when it is part of an activity or safely outside.

### Behavior Plan

The goal of discipline and guidance techniques in our program is to help children develop safe and appropriate ways of interacting with others and the environment. With this goal in mind, we need to know that the parent and child understand that inappropriate behavior will not be tolerated. The program staff will use the following steps to address inappropriate behavior.

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| Step 1: | Redirection to correct the behavior and explanation of why it is not acceptable.   |
| Step 2: | If behavior continues, staff will issue a natural and logical consequence (loss of privileges, time-out, apologies, etc). Following the consequence staff will speak to the child and decide what actions should be taken to correct the behavior. A written report will be filled out. Copies will be shown to the parent and kept on file. |
| Step 3: | If corrective techniques are unsuccessful, parent will be called for a conference concerning the child's behavior.   |
| Step 4: | If corrective techniques are still unsuccessful, you will be asked to withdraw your child from the program (not eligible for refund).  |

A behavioral situation may occur where a parent may need to pick up their child from the program. If it appears a child may hurt themselves or others, the Nature Center staff may restrain the child. The program reserves the right to suspend a child from the program without warning if that child poses physical or emotional harm to other participants or themselves. **Immediate removal** from program activity is warranted if the participant physically attempts to cause injury to him/herself or others, or leaves the designated program area with the intent to run away or hide from staff.

**I understand the above guidelines and responsibilities and agree to abide by them.**

**Upon registration, you will be prompted to acknowledge that you have read and understand the information in the parent handbook.**