

# 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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### **Nature Center Manager**

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### **Administrative Assistants**

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Springbrook Nature Center

100 85th Ave NE

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763-572-3588

[www.springbrooknaturecenter.org](http://www.springbrooknaturecenter.org)



## 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 guidelines:

- Cancellations **46 days or more** before day one of camp will receive a **full refund**.
- Cancellations **22-45 days** before day one of camp will receive a **50% refund**.
- Cancellations **21 days or less** before day one of 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 staff 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 typically run 2.5 hours Tuesday- Thursday out of our Pavilion Activity center. Morning Half Day Camps run from 9:00 a.m.- 11:30 a.m. Afternoon Half Day Camps run from 1:15 p.m.- 3:45 p.m.

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

### **Morning Half Day Camp:**

Drop Off Time: 8:50-9:00 a.m.

Pick Up Time: 11:30 a.m.

### **Afternoon Half Day Camp:**

Drop Off Time: 1:00-1:15 p.m.

Pick Up Time: 3:45 p.m.

## 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.

## **Check In, Sign In and Sign Out:**

Initial camp Check In will take place in front of the interpretive center building. During Check In, staff will be reviewing Authorized Pick-ups, Emergency Contacts, and other details to ensure camper success at camp. Staff encourage families to share information that would help the camper to have a successful time at camp including but not limited to: behaviors to watch, when breaks are needed, and foods that the camper should **not** consume.

Sign In and Sign Out will happen with your child's naturalist, usually at the PAC (picnic pavilion). Follow signs and check in campers with the staff before leaving. Staff will have a camper check in and check out sheet. If the camper needs to be picked up before 11:30 a.m., let camp staff know at drop off or call our main line to inform staff. Early pick-up will occur at the reception desk of the interpretive center building.

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**. You will have the chance at the beginning of the week to inform the staff about other adults that are authorized to pick up your child. Summer camp is a great place for friends! If you plan to have your child sent home with another family or if you plan to pick up another child, all authorized adults need to be listed on all children's forms. 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 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** until 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.**

Camp is a great place to get dirty and full of mud.

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

(Label all items with first and last name)

### 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.

## **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.

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.**

# Springbrook Nature Center

## Participant Voluntary Liability Waiver

I wish to participate in this activity, I state and affirm that:

1. My participation is voluntary. No one is forcing me to participate.
2. I acknowledge the Activity is NOT an ESSENTIAL service provided by the City.
3. I understand and acknowledge the Activity I am about to voluntarily engage in as a participant has certain risks, including but not limited to; insect bites and/ or stings, sunburn, slips, falls, skin abrasions, and exposure to plant irritants. I understand these risks known or unknown, anticipated or unanticipated may result in injury, death, illness, disease or damage to myself or my property, or to other persons and their property.
4. In consideration of being allowed to participate in this Activity, I hereby personally assume all risks in connection with this Activity and I hereby agree to hold the City, its officials, employees, agents and contractors harmless and I waive any right to make claims or bring lawsuits against the City or anyone working on behalf of the City for any injuries or damages related to the alleged negligence of the City.
5. This waiver does not apply to any injuries or damages that are the result of any willful, wanton, or intentional misconduct by the City or anyone acting on behalf of the City.
6. I understand that entering into and signing this agreement affects my legal rights and result in my giving up or waiving certain legal rights, and I accept this and sign this agreement of my own free will.
7. The terms of this agreement shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives if I am deceased.
8. By checking "I Agree," I have read this entire document, understand it completely, acknowledge that it cannot be modified or changed in any way by oral representations, and agree to be bound by its terms.

