



# SUMMER CAMP SURVIVAL GUIDE

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# 1. WELCOME TO CONSERVATORY SUMMER CAMP!

## **WE ARE EXCITED TO SHARE THE SUMMER WITH YOU AND YOUR CAMPER!**

As we gear up for a great summer, this guide will help prepare your family for Camp.

You will find general Camp information, policies, and procedures within this guide.

We encourage you to fully review the Summer Camp Survival Guide before your Camp session begins.

Conservatory Summer Camps are designed to engage and enrich campers through activities like gardening, designing art pieces, and exploring the world of insects.

Campers will be encouraged and guided through activities by camp staff and other campers.

### **CAMP CONTACTS**

CAMP & SCOUT PROGRAM EDUCATOR:

Tonya Pryor

SUMMER CAMP EMAIL:

[summercamp@fpconservatory.org](mailto:summercamp@fpconservatory.org)

\*SUMMER CAMP PHONE NUMBER:

614-715-8030

EDUCATION INFO LINE:

614-715-8022

\*Please note that camp staff may be unavailable throughout the day to answer the phone.

If there is an emergency, please contact the Wells Barn Phone Number or the Education Info line where a Conservatory staff member will be available to take your call and get in contact with camp staff.

### **EMERGENCY CONTACT INFORMATION**

The Conservatory's Security Office is staffed 24 hours a day.

If you need to reach camp staff immediately, please call 614-715-8166.

Security staff will radio the camp staff as quickly as possible.



## 2. CAMP BASICS

**HALF DAY CAMP** will take place in the main Conservatory building in Classroom A.

Please park your vehicle and walk to the main entrance of the Conservatory. For Morning Half Day Camps, due to the operating hours of the Conservatory, the building will be locked. A camp staff member will greet you at the front doors at 9am. Once your camp session is over, Pick Up will take place in Classroom A.

During registration, you were asked to list all approved pick-up names. If you need to add someone to your camper's approved pick-up list, please send those names to the Summer Camp email. Please note that camp staff require all individuals at afternoon pick-up to show Photo ID. This is a requirement regardless of if an individual is on the approved pick-up list.

**FULL DAY CAMP** Morning Drop-off and Afternoon Pick up will take place at the Wells Barn. Please park your vehicle and walk to the front doors of the Wells Barn. There will not be a vehicle pick-up/drop-off line in front of the building. During registration, you were asked to list all approved pick-up names. If you need to add someone to your camper's approved pick-up list, please send those names to the Summer Camp email. Please note that camp staff require all individuals at afternoon pick-up to show Photo ID. This is a requirement regardless of if an individual is on the approved pick-up list.

### **MORNING HALF-DAY CAMP (3-4 YEARS OLD)**

**CHECK-IN:** 9–9:30am

**PICK-UP:** 11:30–12pm

**LOCATION:** Classroom A, Main Building

### **AFTERNOON HALF-DAY CAMP (4–5 YEARS OLD)**

**CHECK-IN:** 1–1:30pm

**PICK-UP (M–T):** 3:30–4pm

**PICK-UP (FRIDAY):** 2:30–3pm

**LOCATION:** Classroom A, Main Building

### **FULL DAY CAMP (5–6 & 7–8 YEARS OLD)**

**CHECK-IN:** 9–9:30am

**PICK-UP (M–T):** 3:30–4pm

**PICK-UP (FRIDAY):** 2:30–3pm

**LOCATION:** Wells Barn

### **BEFORE AND/OR AFTER CAMP CARE**

Before and After Camp Care are only available for Full Day Camps. If these services need to be added to your camper's schedule, registration will remain open for on the Camp webpage until sold-out. If assistance is needed, contact Katie Thorpe.

#### **BEFORE CAMP CARE**

**MONDAY–FRIDAY:** 8–9am

**COST:** \$50

#### **AFTER CAMP CARE**

**MONDAY–THURSDAY:** 4–5pm

**COST:** \$40

*There is no after care on Fridays*

## 2. CAMP BASICS

### **WHAT TO BRING TO CAMP**

- Refillable Water Bottles
- Comfortable clothes and close toed shoes
- Sun Protection-hat or sunscreen-apply sunscreen prior to arrival
- Packed Lunch that does NOT need to be refrigerated or heated up

### **AFTER CAMP CARE**

- Flip Flops
- Electronics: cell phones, smart watches, video games, iPads, tablets, etc
- Packed Lunch that does NOT need to be refrigerated or heated up
- Toys

For Full Day Camps, there will be a Water Day, where campers may choose to play in the Stream in the Children's Garden. Camp staff will ask that campers are packed with a towel, change of clothes, and extra sun protection.

*\*FPC Staff are not responsible for stolen or lost property.*

### **LUNCH & SNACKS**

For Full Day Camps, there will be a lunch session.

Campers will eat together outside on the Wells Barn porch.

Franklin Park Conservatory does not provide lunches.

Campers are responsible for bringing their own packed lunches.

There will not be an opportunity for campers to purchase lunch.

Please do not pack any food that will need refrigerated or heated up as there will be no equipment used for those services at Camp.

All campers will receive an afternoon snack provided by Franklin Park Conservatory.

If your camper has food allergies or dietary restrictions, please notify camp staff and accommodations will be made for your camper.

### **CAMP RATIOS**

Summer Camps have a specific camper to camp counselor ratio.

Below, you will find the total number of campers in each camp, and camper to camp counselor ratio.

#### **HALF DAY MORNING & AFTERNOON CAMPS**

**TOTAL CAMPERS: 12**

**RATIOS: 6 CAMPERS TO 1 COUNSELOR**

#### **FULL DAY CAMPS**

**TOTAL CAMPERS: 30**

**RATIOS: 10 CAMPERS TO 1 COUNSELORS**

# 3. CAMP POLICIES & PROCEDURES

On the first day of camp, campers will work together, with guidance from their camp counselors, to establish camp expectations. Although campers are going to set their own guidelines, here are the expectations that Camp will be based on.

## CAMP EXPECTATIONS

**BE READY:** Learn new things and ask questions

**BE KIND:** Play with everyone in a gentle and safe way (not hurting others, buildings, plants). Use kind words to speak to others.

**BE RESPONSIBLE:** Keep your hands, feet, and body to yourself. Take care of yourself, other campers, and materials.

## CAMPER SAFETY

Camper safety is our top priority. All of the Camp and Security staff are AED, CPR, and First Aid certified. There are first aid kits and AEDs stationed around the property. The Wells Barn doors remain locked at all times. Campers will stay in their camp group while moving around the property.

For campers with differing needs, medications, or allergies, please notify camp staff. Camp staff will do their best to give accommodations. If a camper requires medications, they must be self-administered. Camp staff are unable to assist in or administer medications.

## CAMPER INCLUSION

Franklin Park Conservatory Summer Camps understand that every camper has different needs and different skills. We encourage all campers to attend Summer Camp! Please be aware that our Summer Camps are designed with specific ratios of camp counselor to camper. If your camper requires a smaller ratio or more one-on-one guidance, this program may not be able to support your camper.

## BEHAVIOR POLICY

At Summer Camp, we encourage campers to learn and grow.

We believe mistakes are part of the learning process and our staff are here to help campers make safer choices.

**STEP 1:** If your child displays unsafe behavior in one of our programs, we will redirect them and work to de-escalate and modify this behavior. If basic redirection isn't successful, we will complete an incident report and contact the parent/guardian on file via email.

**STEP 2:** If your child has another instance of unsafe behavior, we will complete a second incident report and contact the parent/ guardian via phone to discuss options for supporting your child in our program.

**STEP 3:** If your child has a third instance of unsafe behavior, they will be dismissed from the program. The parent or guardian will be contacted via phone and may be asked to pick the child up from the program immediately.

Along with these steps, camp staff will complete an Incident Report.

Parents and/or guardians will be provided a copy of the report and asked to sign as acknowledgement.

### **EXAMPLES OF UNSAFE BEHAVIOR INCLUDE (BUT ARE NOT LIMITED TO):**

- Hitting, punching, kicking, throwing, shoving, etc
- Inappropriate and threatening language
- Running away from camp staff
- Jumping and running on undesignated areas or living exhibits
- Prolonged screaming, yelling, and meltdowns that disrupt the program

If your child is enrolled in a multi-day or multi-week program, the behavior plan will apply throughout their time with us. If your child is dismissed from one of our programs for behavior, we cannot offer a refund.

In rare instances of severe or extreme behaviors, your child may be dismissed from the program without completing all three steps. We have a **zero-tolerance** policy for intentional physical violence, bullying, hate speech, etc.

## RESTROOM CHANGING POLICY

ALL campers will need to be potty trained before attending camp. Full-day campers will need to be able to fully attend to all their bathroom needs, change out of a wet bathing suit, and apply their own sunscreen. Camp staff can not assist with bathroom needs, buttons, zippers, swimsuits, lotions, or any other activity that requires close physical contact with campers.

# 4. NOTICES & REFUNDS

## LATE ARRIVALS, PICK UPS & ABSENCES

We understand that sometimes mornings don't go according to plan. From morning traffic to forgotten backpacks, camp staff understands that late arrivals can happen. If your camper(s) will arrive late or miss Camp, please call the Summer Camp phone number to notify camp staff.

If your camper(s) are sick or are exhibiting symptoms of illness, please keep them home from Camp.

Late Pick Ups, that occur after the end of the Camp day, or at the end of After Camp Care, will accrue a \$15 charge for every 15 minutes they are late.

## CANCELLATION & REFUND POLICY

If your child is no longer able to attend Camp, please notify Franklin Park Conservatory as soon as possible by emailing the Summer Camp email ([summercamp@fpconservatory.org](mailto:summercamp@fpconservatory.org)).

Upon cancellation, we will need the following information:

- Your campers full name
- Your phone number
- The Camp session you are cancelling
- Your order number (optional, but helpful for finding your reservation)

Cancellations at least a month (30 days) before the start of camp week will receive an 80% refund.

Cancellations less than a month (29 days) but more than two weeks will receive a 50% refund.

Cancellations made less than two weeks (14 days) before the Camp week starts are not eligible for a refund.

If cancellations occur, Summer Camp spots cannot be transferred to another individual.

Cancellation spots will be filled by individuals on the waitlist.

# 5. CAMP COMMUNICATIONS

## BRIGHTWHEEL

We will be using Brightwheel for most of our communication with families.

We strongly encourage families to sign up through the invite that was sent to their email address and subscribe to the app.

There are two major communications that participants will receive during Camp, the "Welcome to Camp" and "Thank You" messages. The "Welcome to Camp" message will be sent on the Monday prior to your Camp session OR one (1) week before your Camp session begins.

This email will provide you with all the information you need to feel prepared for the first day of Camp. This will remind you of:

- Camp dates and times
- Where to park for Morning Drop-Off and Afternoon Pick-Up
- What to bring and NOT to bring to Camp
- Camp theme of the week and highlighted activities

Similar to the "Welcome to Camp" message, the "Thank You" message will be sent out once your Camp week is complete.

The "Thank You" message is to wrap up your Camp experience! We will include a collection of photos that were taken throughout the week and a post-camp experience survey.

**THANK YOU FOR SUPPORTING FRANKLIN PARK CONSERVATORY SUMMER CAMPS! WE LOOK FORWARD TO A GREAT SUMMER!**