

# SUMMER CAMP PARENTAL INFORMATION

## Everyone Is Welcome!

We believe that all kids can participate in our program. We ask parents to be honest on the registration forms about their child's physical, mental, and emotional well-being and anything else our staff should know to help their child succeed in our camps. A member of the Wildlands Conservancy staff may contact you to discuss how we can adapt activities to provide a safe and successful environment for all children.

## Update your Camper Dashboard

During registration, you created a Portal account. Prior to camp starting, please log in and navigate to each camper's profile to review and update their information.

Please verify that we have your child's birthdate (YYYY-MM-DD) and two emergency contacts. In addition, please add any medical information, classmate requests and acknowledge the Legal Statements.

Let us know if you have difficulty entering this information.

[My Dashboard](#) > View and Update My Account Members > "Edit" below each camper's name.

## Additional Documentation

In addition to the online information, we require the accompanying Parental Agreement Form and Food Allergy Form to be filled out and emailed in advance, or hand delivered on the first day of camp.

Please note that the Parental Agreement form is where you let us know who can pick up your child. Emergency Contacts in the portal are who should be called in the case of an emergency.

## Sign-in/Sign-out Procedures

- Morning Drop off runs from **8:40-9:00am** unless your camper is enrolled in Pre-Camp.
- During rolling drop-off at the start of camp each day, staff will come to your car, greet you and assist the children out of the car (and car seats) and to their group.
- During this time, remind staff of early pick up, or any changes we should be aware of.
- Afternoon Pick up runs from **3:45-4:00pm** unless your camper is enrolled in After-Camp.
- Please, park and walk to the parking slab to pick your camper up at the end of the day.
- Photo ID is required to match adults with the camper's approved pick-up list.
- Please complete the **Parental Agreement Form** with the names of everyone approved to pick up your camper.

## Medication Procedure: Fill out a Permission to Administer Medication Form.

- Medication includes vitamins, over the counter drugs and natural remedies.
- If your child will be taking medication while at camp, fill out and return the Permission to Administer Medication section of the Parental Agreement Form.
- Medications must be brought in the original pharmacy container.
- All medication must be given to staff during morning drop-off.
- Your child must be able to administer the medication without assistance.
- Unless otherwise requested, medication will be securely stored and returned to the parent/guardian at pick-up on Friday.

## Emergencies/ Illness Procedure

All children must be in good health at drop off. If there is an illness or emergency involving your child, we will contact you immediately. If you cannot be reached, we will call the individuals you have designated as alternate emergency contacts. If you need to pick your child up early, please call Wildlands Conservancy (610) 965-4397 option 4.

We follow CDC infection prevention and control recommendations. Currently masking is not required. If our Community Transmission Level is raised to high, we will reinstate mask requirements for all programs.



## Refund and Cancellation Policy

- Payment is due in full at the time of registration, any exceptions must be approved by Wildlands Conservancy Staff.
- Cancellations made at least 3 weeks before the start date of the program will receive a full refund.
- Cancellations made 8-20 days before the start date will receive a 50% refund.
- Cancellations made within a week of the start date will receive a 25% refund.
- If you cancel with less than 72 hours' notice, your entire registration fee will be forfeited.
- An additional processing fee may be applied to some cancellations. Additional changes to the reservation date will incur a processing fee.
- In the event of a medical emergency and/or participant illness, a pro-rated refund will be issued only upon written request accompanied by a physician's statement.
- There are no refunds issued for inclement weather. Full refunds are given for any program Wildlands Conservancy cancels.
- If a class is not full, a one-time reservation change can be made. Additional changes to the reservation date will incur a \$25 processing fee.
- Wildlands Conservancy reserves the right to use discretion when issuing refunds.

## Behavior Policy

Wildlands Conservancy reserves the right to suspend or expel participants from the program for disruptive and/or aggressive behavior. Disruptive behavior is defined as a behavior that adversely affects the activities of a camp group. This can include, but is not limited to:

- Bullying: threatening words or actions that are intended to provoke fear
- Repeatedly wandering away from the group
- Repeated refusal to work cohesively with the group
- Destruction of property
- Actions or statements that are not age appropriate.

## Disruptive behavior will result in the following actions:

- Discussion of the disruptive actions with the child, the staff person involved, and the Director of Environmental Education, followed by parental notification of disruptive behavior.
- Continued disruptions will result in a parent/ child conference with the Director of Environmental Education.
- Parents will assist in problem-solving a positive solution that will be drafted into a behavior agreement signed by all parties.
- Dismissal from the program will result if the disruptive conduct continues after the behavior agreement is signed.

If a child's behavior is aggressive or violent (hitting, kicking, biting or using objects as weapons) they will be sent home immediately.

No refund will be given for days missed due to behavior problems. In some instances, the child will not be allowed back for the rest of that week of camp, but would be welcomed back at a future date.

## Wildlands Conservancy is not responsible for lost or stolen items.

Lost & Found is in the Air Products Environmental Education Center.  
Found items will be held for 2 weeks.

The following items will be taken away and returned to the parent at the end of the camp day. Please leave the following items at home:

- All electronics, including cell phones (unless they remain tucked away in the camper's backpack)
- Weapons (Any weapon will be reported to authorities and will not be returned.)
- Any other items that could distract from activities or could be destroyed, lost, or stolen.



## SUMMER CAMP PACKING LIST

### Please label ALL items with your child's full name.

- Dress your child appropriately for the weather and outdoor activities.
  - Camp can be wet and muddy and includes crafts that utilize paint and other messy media.
- Apply bug repellent and sunscreen prior to dropping off at camp in the morning.
- Hat (strongly encouraged)
- Swimsuit and Towel.
  - We recommend sending campers already in their swimsuit during Water Weeks. All other weeks of camp should have it packed in their backpack for impromptu water play.
- Closed-toe creek shoes: old sneakers or water shoes preferred.
- Spare clothing: shirt, pants, undergarments, socks, shoes
- Water Bottle: bonus points for "hands-free" capabilities
- Morning Snack, Lunch, Afternoon Snack – there is no refrigeration available
  - We are a pack in – pack out facility. All trash returns home.
  - Please send a morning snack with PreK campers.

### Parent's Check List

#### Before Camp

- Register and bring all forms the first day of camp session.
- Confirm that the camper's dashboard is up to date.
- Make sure you have paid in full. Your child is not registered until full payment is received.
- You will receive an email reminder one week prior to camp starting, with all necessary information
  - Please read and fill out the required forms
- Pack all recommended camper items (listed above)
- Mark all your camper's items with their full name.
- Talk with your children about the great time they will be having at camp.

#### During Camp

- Inform staff of any last-minute changes in your camper's health or life situation.
- Notify your child's staff person, in writing, of any addition to your pick-up sheet.
- Notify camp staff, in writing, of any scheduled late drop off or early pick up required.
- Remind staff of early pick-up time during drop off that morning.
- Check your child each evening for evidence of ticks, mosquitoes, and poison ivy. Adjust your child's clothes and bug repellent accordingly.
- Talk to your child about their great camp experience and encourage the sharing of new information.
- Notify camp staff of any problems, concerns or questions you may have during the week.

### Helpful Links

Wildlands Conservancy Dashboard: [engage.wildlandspa.org/dashboard](https://engage.wildlandspa.org/dashboard)

Summer Camp Forms: [wildlandspa.org/camp](https://wildlandspa.org/camp)

Education Department: 610.965.4397 Option 4

