

## **Tree Top Summer Camp 2019 Handbook**

Program Director: Ann Corthell, [admin@treetopsummercamp.com](mailto:admin@treetopsummercamp.com)

Welcome to Tree Top Summer Camp at Veasey Park! We are so happy you are joining us this year! 2019 we will be offering 6- 1 week sessions. Each day campers visit workshops in Art & Craft, Nature, Performance, and Community (twice a week kayaking). Campers will have an opportunity to learn in each area of interest while gaining an understanding and appreciation of ecology, art, performance, craft and each other. The program's goal is to encourage creative expression, build self-esteem, and foster a love and pride of community and surrounding nature. We are a program developed to support summer fun and community pride. We are so excited to get started! This summer we will have an overall theme! It is, Let Your Imagination Bloom! We will be using our imagination to be creative, to make new adventures and memories, and to grow as a whole and individuals! We can't wait to make this the best summer ever!

### **Campers are grouped according to age:**

Green Guppies  
Purple Squirrels  
Pink Bunnies  
Blue Turtles  
Orange Foxes  
Silver Owl LITs

### **Camper's Hours:**

Arrival: 8:45am  
Day begins: 9:00am  
Dismissal: 4:00pm  
Before Care: Supervised care 8:00-9:00 am (drop off starts at 7:45 am)  
After Care: Supervised care 4:00-5:00 pm (pick up is promptly at 5 pm)

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Week 1: June 24-June 28  
*(No camp week of July 1-5 — subject to change!)*  
Week 2: July 8-July 12  
Week 3: July 15-July 19  
Week 4: July 22-July 26  
Week 5: July 29-August 2  
Week 6: August 5-August 9

### Donation Items:

We will be accepting donations all summer!! Please consider donating any items you may have, as they help offset costs and give us more available scholarship funds!

Freeze pops, Zip lock bags, fishing poles, bobbers, fishing supplies (including bobbers and , garden hose, Fabric, pool noodles, yarn, beads, recyclables (egg cartons, marbles, metal tins, ribbon, pipe cleaners, heavy duty card board, old maps, buttons, magazines, mardi gras party beads, assorted craft supplies.

### Chow Times:

We start our day at 9:00AM. It is important to arrive on time, and please sign-in. Eat a good hearty breakfast. Snack time is at 10:15. You provide your own snack. Lunch time begins at 11:30. We do not offer refrigeration but we do keep lunches in a cool dry place. Ice packs and vinyl bags are suggested. Please bring a drink with your lunch and label everything with your child's name. Paper and plastic bags are discouraged because they do not hold up. We have 45 minutes for lunch time. There is always a water fountain available, *a water bottle is required to be refilled throughout the day*. A second snack time is at 2:30 that we provide, usually an ice pop. Please do not bring tree nut and peanut products to camp. Dismissal is promptly at 4:00PM.

### Traffic procedure and traffic control plan:

#### **Arrival:**

We open the greeting station at 8:45am. Please drive very slowly and carefully. Please be kind to other drivers. The road and your car will not tolerate speeding drivers. In the morning you will be greeted at your car by the Program Staff member and group Interns. Interns will meet campers at the greeting station and then they will be escorted to a registration table where they sign in. The campers are then escorted to the main campus. There is a turn around spot that is used for turning the car to exit and/or park. Drivers: you are welcomed to stay but please drop off the kids at the greeting station first and then park the car. There are placed staff members at drop off and dismissal all with walkie-talkies to communicate the direction of traffic to avoid any backups or incidents.

#### **Dismissal:**

Campers leave camp at 4:00pm. Pick-up in the same place as drop-off, please wait in line, *in your parked car*, for your children at the registration station. This process is to assure the safety of every child and the greatest convenience to drivers. Please be patient it goes a little slow in the beginning but runs very smoothly. There are placed staff members at drop off and dismissal all with walkie-talkies to communicate the direction of traffic to avoid any backups or

incidents. Please wait in your car, in line for the children to meet you. Children await pick-up in a safety zone. A brightly colored name card will be given to you for easy recognition of your vehicle. Please display in your window for easy and secure transfer of children.

#### Special arrangements:

If you are wishing to make special arrangements for your campers regarding pick up or drop off, we ask that you let us know in advance so that we can accommodate your requests quickly and efficiently. Early departures or late arrivals require a phone call or (in advance) written instructions that allow us to plan for your campers' day and dismissal. Written instructions can also be sent via e-mail - [admin@treetopsummercamp.com](mailto:admin@treetopsummercamp.com) We are happy to accommodate your schedule and want to help you with your needs, but please provide the information in writing in advance when possible.

#### When absent:

If your child is absent on a scheduled day of camp, we ask that you place a quick email or text to our office to let us know that he/she will not be attending. Reminder that facebook messages are not monitored often throughout the day and will not serve as a main form of contact. If your child is absent and you do not let us know we will make a phone call to confirm that your child will not be at camp that day.

#### Communications:

If you as a parent have an emergency and need to reach a child, please call. Campers who need to make a call can use the office phone. No cell phones for campers during the day please. One of your contact numbers you list needs to be a cellular line as we may need to send you a text-alert in case of a program-wide emergency. This text-alert may incur a fee to you, depending upon your mobile plan. For example we would send you a text-alert in case of a camp-wide emergency such as a black out.

#### Open Door Policy:

We invite parents and guardians to visit at any time. You can join us for a morning circle, hike, lunch or come and help with projects. To know your child's daily schedule please speak with the Director. We request you resist the urge to spend the entire day with your student, as independence is one of the goals towards building self esteem.

#### What's happening:

A camp calendar is located on our website to help keep you up to date. On Friday afternoon of weeks 3 and 6 at 3:00PM there is a special performance for parents, siblings, friends and anyone you would like to invite. On Friday afternoon of

weeks 1,2, 4 and 5 we will celebrate FREE FRIDAY. Please mark you calendar for this fun celebration!

**WHAT NOT TO BRING: (please read this section with your camper)**

Do not bring to camp: Ipads, Game boys, CD head-sets, ipods, hand held video games, palm planners, beepers, black berries, cell-phones, mirrors, pocket-knives, tools of any kind, make-up or chewing gum. Please do not bring items which are precious to you. It is best to leave beloved stuffed animals waiting for you in the car or at home, we have a special day specific to bring these pals to camp. \*\*No fidget spinners. We will be doing plenty of hands on creating and learning and they will be a distraction. *Do not bring anything made with peanuts or tree nuts.*

**What to wear: (please read this section with your camper)**

All participants must wear closed toe shoes without exception at all times. No sandals, flip-flops, bare feet or clogs please. You will NOT be admitted into the camp without proper foot wear. The shoes you wear will get very dirty. Many of our classes will be held in the out doors so dress appropriately. Younger students should pack a complete change of clothes. Do wear clean clothes at the start of every day. T-shirts, shorts, sneakers and hooded sweatshirts are best for camp. Please label all items with your name. We suggest sunscreen and insect repellent, as well as a compact poncho for rain and sun hat or visor. You can pack lightweight long pants for hiking to help avoid poison ivy and ticks. We do a complete head to toe tick check after every visit to the woods. It is important to remember the day's activities include messy arts and crafts. Do not wear your best clothes. Do not wear any logos or clothing that is gang or drug related. No wool caps. Please do not wear underwear as outerwear. For safety reasons, please do not wear jewelry especially hanging or looped earrings. Please do not wear short-shorts or mini-skirts. Sneakers are highly encouraged, however crocs WITH SOCKS are permitted. Campers may bring water shoes, flip flops for kayaking but will not be permitted to wear these during any other workshop.

**Rain or shine:**

No matter what the weather there is a full day of activity planned. There is plenty of shelter to keep us all dry and enough room to keep us happy and loads of fun to fill any number of rainy days.

**Health forms:**

Tree Top Summer Camp required all campers have a completed health form. The health form can be found at <http://www.treetopsummercamp.com/forms>

### Medications:

The Tree Top staff cannot dispense over the counter medications to campers with-out consent from a parent. If we feel your child would benefit from this type of medication, we would call and discuss these options with you before dispensing any OTC medications to your child. We can dispense prescription medications provided the following conditions are met:

- 1.) A note from your child's doctor giving clear instructions for how the medications should be distributed,
- 2.) Informed consent from you allowing us to dispense the prescribed medications to your child,
- 3.) Medication should be stored in the tree top office, not your child's belongings.
- 4) Medication must be received in original clearly marked containers. All campers are required to have a completed health form, up to date immunization record and a physical within the last year.

### **Inhalers and epi pens:**

Children requiring accessibility to inhalers and epipens will be allowed to have these items close at hand. We require that these items be given to the counselors who will be with these campers all day and can ensure that the appropriate child is using these tools correctly and not in excess. All inhalers and epipens must be received by the camp nurse directly from the camper's parent on the first day of camp, all instructions must be in writing. Please label your inhalers and epipens with your child's name.

### **Sunscreen:**

Please make sure your child has a clearly labeled sunscreen at all times, and pack extra if he/she needs an additional amount due to the fairness of their skin or other issues related to protecting your child's skin. Please review with your child the dangers of sun exposure and let them know that if they need help applying sunscreen they should ask their counselors. Counselors will remind children to re-apply sunscreen throughout the day. We highly recommend that fair skinned children be equipped with a hat and long sleeve shirt, in addition to sunscreen on sunny days.

### **EMERGENCY CARE MASTER GUIDELINES & EVACUATION PROCEDURES:**

Copies of policies regarding staff, healthcare & procedures all available upon request. **IMPORTANT Health Alert!** Please do not bring any peanut or other nut products to tree top summer camp. There are several members of our community that are highly allergic to any product with nuts. Included are crackers, cookies and candies containing nuts and nut oils, if it is produced in the same facility that is fine, it just cannot contain the allergens. If you think you may have mistakenly packed an item with nuts please see a Camp Director to help you best handle the situation. Thank you for your cooperation & careful selection. Note: Some of our

projects are best created wearing protective gloves. Please return this notice completed if there is a latex allergy. In this case, hypo-allergenic gloves will be provided. Thank you.

**Please go through the following with your camper prior to the first day of camp.**

Tree top summer camp Behavior Policy

- Always respect people and property
- Try all activities
- Everyone listens and follows directions
- Hands are for creating
- Respect and kindness in words and actions
- Move and act in a safe manner
- Have fun!

Typical camp language:

At tree top summer camp we use kid friendly language when discussing behaviors. We use phrases such as, “Hands are for creating.” “Listening ears.” “Walking Feet.” etc. Our goal as a program is to use our theme to effectively make a positive impact among our campers self- esteem, be safe at camp, and have fun!

Discipline and behavior policy;

Staff will adhere to the following guidelines and procedures with campers when there is inappropriate behavior and rules have been violated. It is recommended that these guidelines also be reviewed with your child(ren) prior to their arrival at camp.

**Step 1:**

*Verbal Warning –*

the camper will be reminded about appropriate behavior, given methods to correct their behavior, and given a clear consequence (step 2) should she/he choose not to modify the behavior. If the broken rule involves more than one person in conflict a visit to the Fountain of Peace should be conducted by a leader. Counselors will make an entry into the discipline & behavior log.

**Step 2:**

*Time out –*

the camper will be removed from the activity for duration not to exceed the child’s age. At the end of the time out, the child will again be reminded about appropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) for choosing not to modify the behavior. Counselors will make an entry into the discipline & behavior log.

**Step 3:**

*A Visit with the Director –*

the camper will be removed from the activity and reminded what the consequence was for continuing to misbehave. The counselor will escort the camper to the Director and submit the discipline & behavior log describing the camper's behavior and the preceding steps taken. The camper will have a conversation with the Director. Parents may be notified.

**Step 4:**

*Visit to the Office and Call parents –*

the camper's parents will be called immediately. A discussion of the violation of behavior and issue a warning of suspension.

**Step 5:**

*Suspension -*

parents will be required to come and pick up their child should a day suspension be the result of poor choices and continued misbehavior. No refunds will be given for children violating rules to the point of suspension.

Tree Top Summer Camp reserves the right to skip any of the above steps should an offense be a major violation threatening the safety and well being of other campers and staff. Tree Top Summer Camp reserves the right to dismiss with no reimbursement of anyone for the use or possession of tobacco, weapons, alcohol, or illegal drugs or any behavior which in the opinion, of the program director, violates any criminal statute or rule or regulations of the Program. Tree Top Summer Camp **does not tolerate** any hateful language or acts. There is no registration reimbursement for late arrivals, missed days, cancellations, or early departures.