

# Tree Top Summer Camp 2023 Handbook

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Welcome to Tree Top Summer Camp at Veasey Park! We are so happy you are joining us this year! 2023 we will be offering 7- 1 week sessions. Each day campers visit workshops in Art & Craft, Nature, Performance, and Community (twice a week - kayaking weather permitting). 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!

Campers are grouped according to age:

Green Guppies

Purple Squirrels

Pink Bunnies

Blue Turtles

Orange Foxes

Silver Owl LITs

\*\* Please note this is subject to change based on group dynamics, it is not uncommon to move a camper up or down. \*\*

Camper's Hours:

Arrival: 8:55am

Day begins: 9:00am

Dismissal: 4:00pm

Before Care: Supervised care 8:00-9:00 am (drop off starts at 7:55 am)

After Care: Supervised care 4:00-5:00 pm (pick up is promptly at 5 pm)

LIT's can arrive anytime after 7:55 am and stay to help up until 5pm. It is encouraged for LIT's to arrive on the first day of camp early to help with any pre camp preparations. Please contact Ann for more info.

Week 1: June 26-June 30

Week 2: July 3 - July 7

Week 3: July 10- July 14

Week 4: July 17 - July 21

Week 5: July 24 - July 28

Week 6: July 31 - August 4

Week 7: August 7- August 11

Donation Items:

we need a few hard plastic kiddie pools in any condition, masking tape, sharpies, freeze pops, Zip lock bags, fishing poles, bobbers, fishing supplies, life jackets (if you have any that you are too small or no longer using), pool noodles, yarn, beads, marbles, mardi gras party beads, assorted craft supplies. If you have any of this fun stuff lying around please send it in! We love to recycle!

Chow Time:

We start our day at 9:00AM. It is important to arrive on time, and to please follow the drop off procedure. Eat a good hearty breakfast. Snack time is at 10:15. You provide your own snack. Lunch time begins around 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 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 or another frozen delight. Please do not bring tree nut and peanut products to camp. Dismissal is promptly at 4:00PM.

### Kayaking:

Kayaking will take place 2 times per week (weather permitting) at no extra charge. Campers will learn the basics of kayaking with an emphasis on water safety. For campers who do not want to participate in kayaking they will have other games and activities to play. All campers are encouraged to at least "try" kayaking. Water safety is very important and having kiddos comfortable near the water is important. Kayaking for some can be as simple as putting on the life vest and sitting on the kayak at the waters edge, or even just observing the other campers from the shore. We are completely flexible with this aspect of camp and work with each family individually to meet the needs of their camper.

### Traffic procedure and traffic control plan:

### Arrival:

**PLEASE DO NOT SEND A SICK CHILD TO CAMP.**

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. There are placed staff members at drop off and dismissal to communicate the direction of traffic to avoid any backups or incidents.

Each camper is required to have a mask in their bags in case of an event that warrants us to wear masks. Even though COVID is not listed as a threat anymore if it has taught us anything it is that anything can happen and to be prepared.

Dismissal:

**PLEASE DO NOT SEND A SICK CHILD TO CAMP.**

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 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 recognition.

#### 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 to our office to let us know that they will not be attending.

#### 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 or cell phone watches for campers during the day please. We are an unplugged camp.

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.

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

**Do not bring to camp:**

Ipads, Game boys, head-sets, ipods, hand held video games, 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. You will NOT be admitted into the camp without proper foot wear. The shoes you wear will get very dirty. Many of our workshops will be held in the out doors so dress appropriately. All campers 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 are permitted. Campers may bring water shoes, flip flops for kayaking and water games 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 without 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 director 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 contact the camp director 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.