

Camp Springbrook Parent Handbook



How to Reach Us:

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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:

- A cancellation 30 days prior to the first day of a specific summer camp will receive a full fee refund.
- A cancellation made 14-29 days prior to the first day of a specific summer camp will receive a 50% fee refund.
- A cancellation made 1-13 days prior to the first day of a specific summer 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 employees will email a cancellation receipt (or explanation of no refund) after the cancellation process is completed.

Camp Drop Off and Pick Up Time

Full Day camps (ages 6-12)

Camp Springbrook runs **most** weeks Monday—Thursday, 9 am—3:45 pm ****Please note, we do have a camp the week of June 17-21 or on July 4.** Please adhere to the posted drop off and pick up times. Our staff will be getting activities ready for your camper before 8:50, and will be preparing for the following day after 3:45pm. If you need to pick your child up before the camp day is over, please let the office know before 10 am. We will make sure your camper is close to the building at the time you specify.

Drop Off Time: 8:50 - 9:00 am

Pick Up Time: 3:30 - 3:45 pm

Adventure camps (ages 10-14)

Adventure Camps with Springbrook run Tuesday-Thursday, 9 a.m. - 3:45 p.m. ****Please note, this traveling camp will always start and end at a Fridley Park, but may not always be at Springbrook Nature Center.** Please adhere to the posted drop off and pick up times. Our staff will be getting activities ready for your camper before 8:50 a.m., and will be preparing for the following day after 3:45 p.m. It will be difficult to pick-up your camper before the day is over due to the structure of this camp. Campers will not be at their basecamp for most activities.

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

Pick Up Time: 3:30 - 3:45 p.m.

Half Day camps (ages 4 & 5)

Camp Springbrook runs Tuesday—Thursday, 9 am—11:30 am. Please adhere to the posted drop off and pick up times. Our staff will be getting activities ready for your camper before 8:50, and will be preparing for the following day after 11:30pm. If you need to pick your child up before the camp day is over, please let the office or naturalist know at drop off. We will make sure your camper is close to the building at the time you specify.

Drop Off Time: 8:50 - 9:00 am

Pick Up Time: 11:30 am

Sign In and Sign Out:

Sign In and Sign Out will happen with your child's naturalist, usually at the patio doors of their classroom. Please follow signs and check in with the staff. There will be a daily sign in and sign out form.

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 a day of camp. Our camp staff wait to leave the building until all campers 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 camp. 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. Camp 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 camp.

Flu or COVID-19 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** 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 for Camp

(please label all clothing)

Our campers 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 both campers and staff:

- Long pants
- T-shirt
- Closed Toed Shoes

Do not send your camper in dresses, flip flops, or clothing that you would prefer not get dirty.

Camp is a bad place for new school clothing.

What to Bring to Camp

(Label all items with first and last name)

Required:

- **Lunch and Snacks for morning and afternoon** (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
- Bug Spray
- Sunscreen

What NOT to Bring to Camp

- Valuables
- Electronic Devices
- Toys
- Multitools, pocket knives, or weapons
- New school clothes (they won't look new after camp)

Sunscreen at Camp

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 at camp and discuss the importance of sunscreen usage with them.

We also encourage our campers 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.)
- Reapply sunscreen regularly.
- Stay hydrated — drink a lot of water.

Insect Repellent at Camp

While attending camp at a nature center, your child will encounter bugs. We suggest applying bug spray before camp, and sending your child with a spray of your choice to reapply as necessary during the day. In addition to typical bug sprays, consider the use of the following non-DEET compounds:

Permethrine (to treat clothing, will last up to 12 washings, repels ticks)

Picardin (can be sprayed on a person, DEET alternative)

We ask that you sign off on the consent form to allow our staff to reapply sunscreen or insect repellent if they need assistance. ***If you wish staff to assist in the reapplication, you MUST send a spray on variety***

Typical Schedule at Camp Springbrook

Each day at Camp Springbrook will be different, but we realize that children do well in environments in which they can count on some kind of consistency. So, we have a loose schedule set up for the summer.

8:50—9:00	Camper Arrival/Quiet Activities
9:00—12:00	Morning Activities
12:00—1:00	Lunch and Free Play
1:00—3:30	Afternoon Activities
3:30—3:45	Camp Closing and “Cabin Time”

We will send home notes with your camper 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 camp naturalist to get the daily scoop and a notice about what is coming up in the future.

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. Campers will move indoors when it is no longer safe to remain outdoors.

Lightning

When lightning is present, we will not be outside with campers. All camp 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. Campers 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 Camp Springbrook. We will encourage campers 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. 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.

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| 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.

