2016 FALL NATURE CAMP PARENT GUIDE

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Environmental Education Center at Veterans Oasis Park
www.chandleraz.gov/veterans-oasis • EEC@chandleraz.gov • 480-782-2890

Mayor Jay Tibshraeny and the Chandler City Council

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FALL 2016

Dear Parents and Guardians:

Welcome to the City of Chandler Environmental Education Center (EEC) Fall Nature Camps! We have worked very hard to create an educational, enjoyable and memorable program of crafts, games, and activities for your children. To ensure the success of the program and the safety of our campers, we ask that all parents and campers read through the information provided in this guide.

Each week has its own unique theme, so your child could enroll in one or all of the weeks and still enjoy separate experiences.

Though each week of camp is unique unto itself, our overriding policies and guidelines are not. In this parent guide you will find a list of Policies and Guidelines that we ask all parents, campers and staff to follow. Please take a few moments to read it over and then sign the Policy Acknowledgement and Emergency Forms in this guide.

If you have any questions please contact Dexter Belling at 480-782-2895 or by email, *dexter.belling@chandleraz.gov.*

Thank you for your cooperation and we look forward to another fun session of Nature Camp!

Sincerely,

The Environmental Education Center Staff

PARENT/PARTICIPANT POLICIES AND GUIDELINES

The following guidelines must be adhered to in order for the staff to provide a safe and fun program. We ask that you read these guidelines thoroughly with your child and then sign the attached Policy Acknowledgement form indicating your agreement to abide by the policies. Should you have any questions, contact Dexter Belling at 480-782-2895.

INCLUSION AND PARTICIPATION

The Department welcomes the participation of children and adults, including those with disabilities. A reasonable accommodation should be requested two (2) weeks in advance. Contact Collette Prather at 480-782-2709 via voice or AZ Relay at 711. Staff is not able to provide services of a personal nature, such as assistance in eating, toileting or dressing. Participants are welcome to bring a caregiver or aide, if they need assistance with these activities.

CODE OF CONDUCT AND SAFETY

The City of Chandler Community Services Department strives to maintain an atmosphere of camaraderie, courtesy, and respect. To ensure the safety and enjoyment of everyone in our recreational facilities, classes, programs, and activities, participants are expected to conduct themselves in an appropriate manner, at all times.

Appropriate behavior includes the ability and willingness to follow instructions and to interact positively with other individuals. Staff will discuss behaviors of concern with a participant and his/her family, when necessary.

Unsafe or unacceptable behavior will not be tolerated from anyone visiting a facility or participating in any City of Chandler class, program, or activity. Any person acting inappropriately may be subject to Progressive Discipline Action Steps, which may include revocation of the privilege of using department facilities or participating in departmental activities, classes, or programs for a period of time (including a permanent ban), as determined by staff, based on the circumstances of a specific incident.

Please inquire at the front desk to view the Code of Conduct and Safety in its entirety.

BEHAVIOR MANAGEMENT - "3 STRIKES, YOU'RE OUT"

Since we are here to have fun safely, we take behavior problems seriously. We log all behavior incidents. If incidents are serious enough or continuous, we will talk to the parent/guardian, either on the phone or in person. After each time the staff has to talk to parents about serious or continuous problems, we will consider it a "strike." After three strikes, participants will be asked to leave the program, and will not be given a refund, unless a Behavior Contract is established. This policy is set in place in order to prevent problems for participants and staff and ensure the safety of everyone in the program.

DROP OFF LOCATION

For Nature Camp, staff at the EEC will allow parents to utilize the bus drop off location, just south of the main facility entrance. Feel free to use this area to park while you pick-up and/or drop off your camper. Please do not park your vehicle there for more than five minutes, as there will be a high volume of parents coming and going through that location. For an accurate depiction of this location, please see the map on page five of this guide.

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EARLY DROP OFF - LATE PICK UP

Campers are NOT allowed to enter or exit the building unattended. Parents are to walk their children in and out of the building during drop-off and pick-up. Participants must not be dropped off earlier than 7:30 a.m., and must be picked up no later than 5:30 p.m. Morning only campers will follow the same drop off time, but must be picked up by noon. Campers in the afternoon only program should be dropped off no earlier than 1 p.m. and pick-up will be no later than 5:30 p.m.

We will enforce this policy by charging fees in order to cover the additional supervision time. Participants dropped off earlier or picked up later than the above stated times will be charged a flat $5 fee for the first 15-minutes and $5 for every five minutes thereafter. ***After three incidents of early drop-offs or late pick-ups, your child will be removed from the program with no refund.***

If you will be dropping your child off after 9 a.m. for the morning session or 1:30 p.m. for the afternoon session, be aware that the campers and staff may be out in the park on an exploratory hike. You will be asked to remain with your child until the group returns or arrangements can be made to meet up with the group in the park.

REFUNDS

If the participant wishes to cancel enrollment in the Nature Program, please contact Dexter or other office staff at 480-782-2890, ***no later than 5 p.m. on the Thursday before your child's camp week*** for a full refund. Less than 48 hours notice results in a 50 percent refund. Refunds are not available after 50 percent of the course/class session is complete. The City of Chandler does not "prorate" any programs. If you miss a day due to illness or ***any other reason***, you will not be refunded for the day(s) missed.

HEALTH

If your child is experiencing a fever, cough, muscle aches, runny nose or sore throat, be considerate of others, and please keep him/her at home that day. If a child comes to camp with these symptoms, the parents will be contacted and required to pick up the child.

ATTENDANCE

Parents need to sign in and sign out for their children upon drop off and pick up. Parents will sign their signature next to their child's name. Staff has the right and duty to ask for identification from parents if there seems to be a discrepancy in name. Carpool arrangements are encouraged, but please let camp staff know ***before pick up***. Also let the camp director or one of the instructors know if your child needs to be picked up in the middle of the day. It helps us have them ready to go and in a location that is nearby.

Campers are free to come and go under their on volition.

PREPARATION FOR CAMP

All campers should arrive at camp with the following items: a reusable water bottle and a sun hat. There will be a large cooler of ice water that campers can refill their water bottles at. Staff will frequently remind campers to drink water. Every child ***must have a full water bottle*** on the hike. Sunscreen should be applied before leaving home and additional sunscreen sent for children who are in the all day program. Shoes must be closed toed – NO sandals, flip flops or Crocs. We play active games and take hikes. Appropriate footwear is important. Your child ***will*** get dirty, wet, painted, and/or messy in ways we can only imagine. ***Do not send them in their fashionable outfits***.

Please send a snack with your child for morning and afternoon. All day campers will need a lunch. Our lunch break is from Noon-1 p.m. During this time, the lights will be dimmed and a movie shown. Generally the movies are animated Disney style features. We try to match the movie to the theme of the week. In rare instances the movie might be rated PG, but most are G rated.

Please do not send carbonated beverages to camp. They make quite a mess if accidentally spilled. They also are not conducive to the camp atmosphere. We also request that you do not allow your child to bring gum to camp. It is a safety hazard during active play and tends to end up in inappropriate places. There are vending machines located in the lobby. If your child is to purchase a snack from the machines, (s)he will not be allowed to buy soda. Our last restriction is on personal property. Do not allow your child to bring toys to camp. This is a Nature camp. Toys, electronic games and cell phones are distracting to the program. If they need a cell phone, it should remain in a backpack and no one should know they have it.

CRAFTS, GAMES AND ACTIVITIES

Each day we will do a combination of educational activities based on the theme. They may be experiments, hands on discovery lessons or team building exercises. There will be themed crafts every morning and every afternoon. Some of the games we play are just for fun. You are most likely to see these at the end of the day during pick up times. Our campers leave and our numbers fluctuate quickly so we try not to be in the middle of a craft as the day winds down. Occasionally we may watch the last 30 minutes of the lunch time movie to escape the heat of the afternoon during this closing time of day.

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PLEASE NOTE: Staff cannot administer any medications. The City of Chandler will not store medication and is not responsible or liable for any medication your child requires. It is important to inform the staff of any allergies your child has.

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POLICY ACKNOWLEDGEMENT

I, _____ , the parent/legal guardian of

_____

have read and understand the policies/guidelines as explained in this parent guide. My child and I will adhere to these policies/guidelines for the duration of the program. I attest to the fact that my child is of the appropriate age to attend this camp: between the ages of 7 and 10.

Child's birth date: _____

Parent/Guardian Signature: _____ Date: _____

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2016 FALL NATURE CAMP EMERGENCY CARD

(One form per camper.)

I, _____, the parent/legal guardian of _____ give permission for emergency medical service to be administered to my child/participant listed above. **I understand that the City of Chandler does not carry accident insurance for these programs. I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my child's/youth's participation. I also give permission for any photo/video taken of my child/participant to be used by the City of Chandler.**

I understand my signature grants my permission for my child's attendance. Campers are free to come and go under their on volition.

Parent/Guardian Signature: _____ Date:_____

Parent/Guardian Information:

Address: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

In case of an emergency where I cannot be reached, please contact: (Please print)

FIRST CONTACT	**SECOND CONTACT**
Name:_____	Name: _____
Work Number: _____	Work Number: _____
Other Number: _____	Other Number: _____
Relationship:_____	Relationship:_____

The City of Chandler intends to comply with the Americans with Disabilities Act (ADA).
To request a reasonable accommodation, please contact Collette Prather at (480) 782-2709 at least two weeks in advance.

*List any physical problems/conditions or allergies:*_____

_____

Comments: _____

_____

Doctor's Name: _____ *Phone Number:*_____

Staff cannot administer any medication.
The City of Chandler will not store medication and is not responsible or liable for any medication your child requires.

Participant's Name: _____

Last, First (Please Print)

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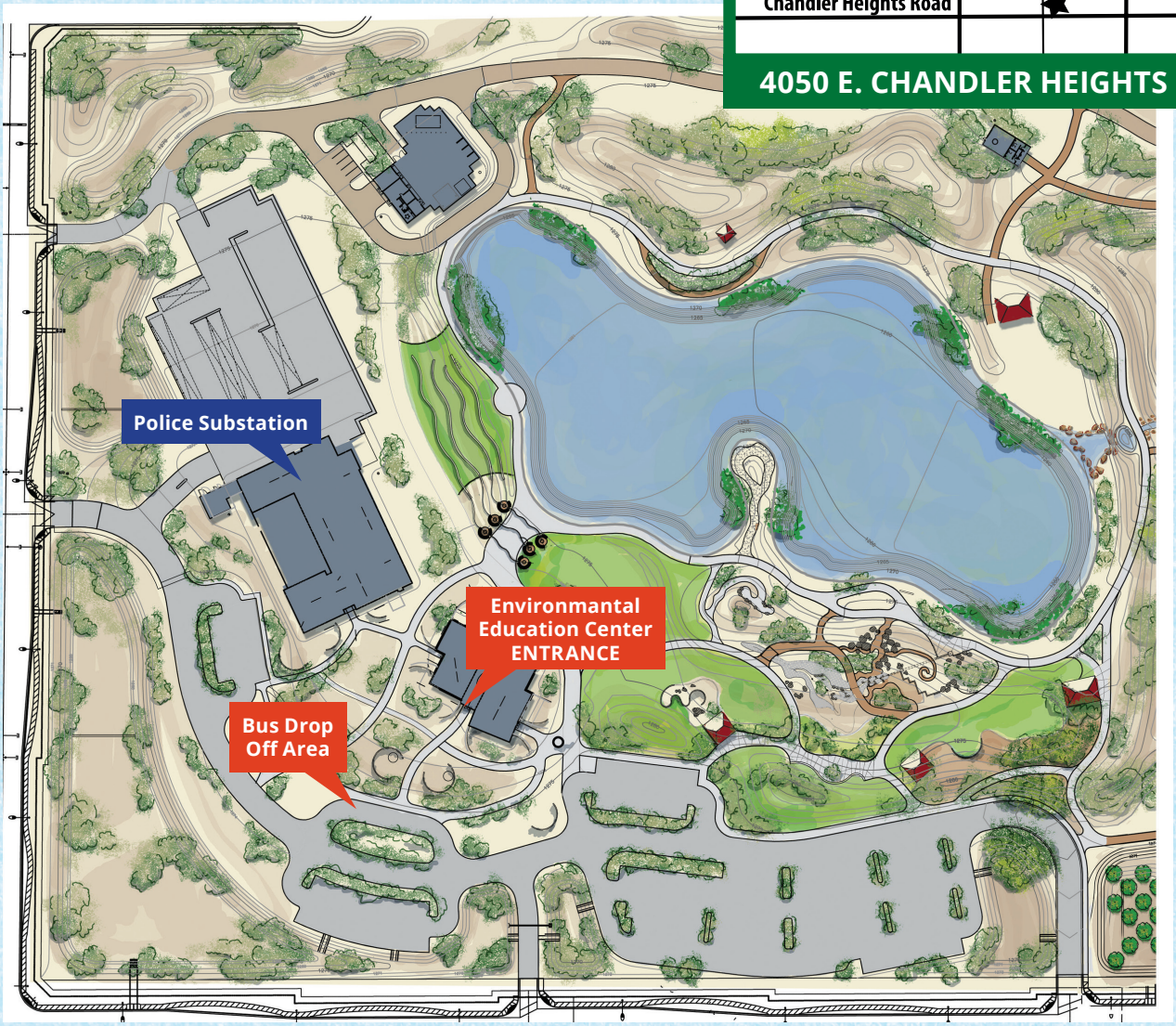
LOCATION & SITE MAPS

4050 E. CHANDLER HEIGHTS RD.