

# Camp Springbrook Parent Handbook



## How to Reach Us:

Springbrook Nature Center  
Main Line .....763-572-3588

### **Interpretive Program Coordinator**

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Dina.Cyrus@fridleymn.gov

### **Nature Center Manager**

Tara Rogness .....763-572-3587  
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### **Administrative Assistants**

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[www.springbrooknaturecenter.org](http://www.springbrooknaturecenter.org)



## Cancellation and Registration Policy

Cancellation 30 days prior:	FULL REFUND, No transfer fee
Cancellation 14-29 days prior:	Refund minus \$50 cancellation fee, <b>or</b> \$10 transfer fee
Cancellation 1-13 days prior:	<b>No</b> Refunds & <b>No</b> Transfers
<b>Cancellation Due to Illness:</b> (2 weeks - Up to the morning of camp)	Full Refund or free transfer

If you decide you would like to transfer from one camp to another, there must be availability in the camp you would like to transfer to.

\*Staff reserves the right to make adjustments to this policy as they see fit.

## Camp Drop Off and Pick Up Time

Camp Springbrook runs most weeks Monday—Friday, 9 am—3 pm. Please adhere to the posted drop off and pick up times. Our staff will be getting activities ready for your camper before 8:45, and will be preparing for the following day after 3:00pm. 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: 8:45 - 9:00 am

Pick Up Time: 3:00 - 3:15 pm

## Extended Care

Extended care is available for an additional \$20 per camper and will run from 3 pm—4:30 pm. You must register for this program ahead of time, as there are only 15 spots available.

## Sign In and Sign Out:

Sign In and Sign Out will happen at your child's group hub. 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.

## **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.

### **Symptoms relating to COVID-19**

Our camps follow the current CDC and Minnesota Department of Health guidelines. Parents/ Guardians will be required to sign a COVID-19 Specific Park and Recreation Activity Waiver on the first day of each camp week their child attends.

The current guidelines can be found at the end of this handbook and by going to [www.health.state.mn.us/diseases/coronavirus/schools](http://www.health.state.mn.us/diseases/coronavirus/schools)

### **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)

- Back Pack
- **At least 2** clean masks (one stored in a sealed ziplock bag)
- **Lunch and Snacks for morning and afternoon** (in an insulated carrier if sending perishables)
- **WATER BOTTLE** (reusable if possible)
- Hat (for sun protection)
- **Complete Change of Clothes**
- 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.

8:45—9:00	Camper Arrival/Quiet Activities
9:00—9:30	All Camp Gathering
12:00—12:30	Lunch and Free Play
2:45—3:00	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.

- 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.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_