



# Spring Break Camp Information Packet

*Thank you for choosing Piedmont Park Conservancy's Spring Break Camp 2010. We have prepared an exciting schedule of camp activities focusing on environmental education, arts and crafts, and of course plenty of time in Piedmont Park. Please carefully read this packet to help prepare you and your child for a great Spring Break Camp!*

## General Information

**Camp Contacts:**

Office	404.876.4024 x 326
Camp Cell	404 397-4678
PPC	404.875.PARK
E-mail	mmoerlins@piedmontpark.org
Registrar	404.875.7275 x 237

**Camp Address:** Piedmont Park Conservancy Community Center  
1071 Piedmont Avenue NE  
Atlanta, GA 30309

**Camp Dates:** Monday April 5<sup>th</sup> - Friday April 9<sup>th</sup> 2010

**Camp Hours:**

Drop Off	8am-9am
Camp Hours	9am-4pm
Pick Up	4pm-5pm
After-Care	5pm-5:30pm *Extra \$50 fee required

**Dress:** Please send campers in weather appropriate "play" clothes each day. Closed toe athletic style shoes are preferable and flip-flops are not permitted. We try to spend as much time out-of-doors as possible, so please send a water bottle, preferably with a strap. We also recommend a "just in case" pair of clothes.

**What not to bring:** Please help us by not sending the following with your child to camp: money, jewelry, electronics, cards (games or collectibles), fireworks, lighters, weapons, drugs, alcohol, cigarettes, or other inappropriate items. These will be confiscated and given to the parents at the end of the day.

**Lunch and Snacks:** Everyday campers must bring a lunch, a morning snack, and afternoon snacks. Please pack in a reusable, but appropriate container, i.e. an insulated bag, as there is no space to refrigerate lunches and campers will have no access to a microwave. Please label all lunch bags and accessories.

**Camp Codeword:** Please write down your camp code word during your registration process and do not share with your children, but only with those that pick up your children from camp. The codeword enables us to release your child at the end of each camp day.



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## Registration Policies

### Registration and Payment Policy

- All registrations must be entered online at [www.piedmontpark.org](http://www.piedmontpark.org). Click on the 'Our Programs' tab and select 'EnviroVentures Programs' then 'EnviroVentures Day Camps' from the left hand column. The Spring Break Camp page will display a link to online registration.
- Payments must be made in full at the time of registration to guarantee your child's participation in camp.
- There is no deposit system.
- No payments for camp are accepted during camp hours.
- Fees are for the entire week of camp. We are not accepting prorated registrations per day.
- For additional assistance with online registration or questions regarding your account, please contact the Camp Registrar.

### Registration Deadlines

- Registrations must be complete and paid in full by the registration deadlines below, no exceptions.
- Early Registration ends **2/5/2010**.
- The Regular Registration deadline for payment in full is **Friday 4/2/2010**.
- If you try to register and enrollment is full, your child's name will be placed on a waiting list. We will contact you if a slot becomes available.

### Cancellation, No-Show, and Absentee Policy

- Cancellations made two or more weeks prior to the week of camp will be granted without any penalty.
- Cancellations made with less than two weeks notice will incur a \$25 administration fee.
- If a camper misses three or more days of camp due to illness, we will refund the prorated amount of camp missed with a written doctor's notice.
- Campers missing all five days of camp due to illness will be refunded the full amount of camp minus a \$25 administration fee.
- Refunds are processed ASAP, but processing may take up to two months.
- Please contact the Camp Registrar to facilitate any refunds.

## Frequently Asked Questions

### What is a typical day of camp like?

- Exploring Piedmont Park
- Environmental education programs
- Outdoor activities and sports
- An hour lunch
- Arts and Crafts Projects
- Special programs, Wheels Friday, and much more!



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## Frequently Asked Questions (continued)

### Who are the Camp Counselors?

- Spring Break Counselors are a team of highly trained Americorps participants who also teach Piedmont Park Conservancy's Field Trip programs.
- Counselors are both CPR and First Aid certified
- Each counselor will be placed with a group of 10 campers or less.

### How are the campers grouped?

- Campers are placed in groups with similarly aged kids; i.e. 1<sup>st</sup> graders are generally with other 1<sup>st</sup> graders.
- All of our activities are age appropriate

### Can my child be in the same group as their friend?

- Prior to the first day of camp we can *try* to place friends together in the same group if they are similar ages.
- With or without notice, we cannot guarantee that campers are in the same group as classes fill up quickly.
- We cannot adjust camper groups after each camp session begins.

### What do I do with my child's medication?

- All medications including over the counter should be given to a staff member during check in each day.
- Please send only the amount of medication needed for that day with detailed instructions, along with the child's full name.
- Do not send the medication with the child as we will confiscate and report any medications found with the camper.
- If your child has severe allergies or conditions that require special attention, please contact us prior to camp to insure we are meeting all of your child's needs.

### Can parents visit during camp hours?

If parents are interested in visiting during camp hours, please contact us to set up an appointment. Visitation is limited and can only be approved and led by the program manager.

### What are Wheels Fridays?

Wheels Fridays are a tradition at Piedmont Park Conservancy's day camp programs. Counselors lead kids in the park to enjoy the park on their wheels!

- Friday Only!
- Campers must bring their own wheels, which may include bicycles, scooters, skateboards, inline and roller skates. No motorized vehicles allowed.
- Helmets are required to participate in wheels day; other safety equipment including knee and elbow pads are recommended, but not required.
- Please label all items with first and last name.
- All wheels and accessories must go home at the end of the day Friday.
- PPC is not responsible for damaged, lost, or stolen items.



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## Camper Drop Off and Pick Up Procedures

For your child's safety please follow these procedures for picking up and dropping off:

1. Pull into the queue line directly behind the Community Center- **see map on next page.**
2. Please stay in your vehicle and continue to move forward until a staff member attends to your car.
3. Please have your child enter and exit the car from the passenger side of the vehicle.
4. During drop off the parent must stay until we check your child in to camp.
5. During pick up the appropriate "code word" must be given for us to release your child.
6. If you are carpooling and picking up several campers, you must give the codeword for each camper.
7. Please be patient during this process. We will check in and check out on a first come first served basis and will get to your car ASAP.

### Late Pick Up

Camp pick up ends at 5:00pm sharp. Any children picked up between 5:00pm and 5:30pm will accrue a \$10 penalty per child picked up late. If picked up later than 5:30pm an additional \$1 per minute per child will be assessed. If a camper has not been picked up and the parents have not contacted us by 5:45pm, local law enforcement officials will be enlisted to care for that camper.

### After Care

Campers may be registered online for our optional After Care Program at an extra \$50 per camper, which enables parents to pickup as late as 5:30pm. If picked up later than 5:30pm an additional \$1 per minute per child will be assessed. If a camper has not been picked up and the parents have not contacted us by 5:45pm, local law enforcement officials will be enlisted to care for that camper. Space is limited and refunds cannot be given.

