



EnviroVentures Spring Break Camp 2012 Parent Handbook

General Information

Camp Contacts:	Office	404.876.4024 x 326
	PPC	404.875.PARK
	E-mail	mmoerlins@piedmontpark.org or camp@piedmontpark.org
Camp Location:	Piedmont Park Conservancy Community Center 1071 Piedmont Avenue NE Atlanta, GA 30309	
Camp Hours:	Drop Off	7:30am-9:00am
	Camp Hours	9:00am-4:00pm
	Pick Up	4:00pm-5:00pm
	After-Care	5:00pm-6:00pm *Extra \$50 fee required
Camp Session:	April 2-6, 2012	

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 spend as much time out-of-doors as possible so water bottles are absolutely necessary. Please send your child with a full bottle to start the day. There are many opportunities throughout the day to refill bottles. We also recommend a “just in case” pair of clothes. We do not swim during Spring Break Camp, no swimming attire is necessary

Lunch and Snacks: Campers must bring a lunch, a morning snack, and afternoon snacks everyday. 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.

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. Valuables will be returned to parents at the end of the day when possible, however the conservancy is not responsible for any lost or stolen goods on the previous list.

Camp Codeword: Please write down your camp code word during your registration process and do not share with your children. To ensure this functions as a secure codeword only share it with those individuals you have approved to pick up your children from camp. The codeword enables us to release your child at the end of each camp day.



EnviroVentures Spring Break Camp 2012 Parent Handbook

Registration Policies

Registration and Payment Policy

- Register online via our website, www.piedmontpark.org. Click on the 'Explore Our Programs' tab and select the program from the left hand column. Each camp program page will display a link to online registration.
- We **do not accept deposits on registrations**. Payments must be made in full at the time of registration to guarantee your child's participation in camp. We apologize for any hardship that this may cause, but this policy is in place to help us to keep our costs as low as possible. Full payment reduces processing costs.
- For the most economical option, we encourage families to utilize our Early Registration period.
- All registrations and payments must be made online through our registration program. If you must pay with a check please call or email for special arrangements.
- No payments for camp are accepted during camp hours without special approval from the Education Programs Manager.
- For information on account management and camp receipts, please Send your requests via email to: camp@piedmontpark.org

Registration Deadlines

- Early Registration ends **4/2/2012**.
- The Regular Registration deadline for payment in full is **the Friday before the session for which you are registering**.
- Payment in person is by appointment only. Contact Camp Registrar or Camp Office to set up an appointment.

Cancellation, No-Show, and Absentee Policy

- Cancellations made three or more weeks prior to the week of camp will be granted with a \$50 administration fee.
- Cancellations made within one to three weeks prior to the week of camp for which the child is registered will receive a 50% refund for the fee gathered.
- 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, with a written doctor's notice, will be refunded the full amount of camp minus a \$50 administration fee.
- Campers missing all five days of camp, without notice or illness will not be refunded the camp fee.
- Refunds are processed as they are received. Please allow up to four weeks for processing.
- Please contact the Education Programs Manager to facilitate any refunds or for questions concerning our policies.

Waiting List

- If you are trying to register for a full camp session, and that week is full, your child's name will automatically be put on our waiting list up to the 10th position. The transaction will result in a receipt indicating your child's name on the wait list, but no charge will be made to your card.
- In the event that another camper cancels, we will contact the first person on the list, etc. until we fill the space. We do our best to service calls and emails from parents checking on wait list status. If your child has not been placed in the week of camp by the Friday preceeding, please do not bring your child to camp Monday morning.



EnviroVentures Spring Break Camp 2012 Parent Handbook

Frequently Asked Questions

What are the themes and topics of each day of camp?

	Dates	Session	Description
Monday	6/6-6/11	Seed, Sprout, Grow!	Get your hands dirty and make friends with some worms. Learn all about plants from gardening activities to photosynthesis labs and games. This week we'll be doing some plantings that campers will tend all season long.
Tuesday	6/13-6/17	Incredible Insects	Have you ever wanted to know how a fly sees the world, or how to tell a weevil from a beetle? Spend a week getting to know these interesting invertebrates!
Wednesday	6/20-6/24	Sports Sampler	Experience a week of fun physical activity. Field day, swimming, volleyball, soccer and much more.
Thursday	6/27 – 7/1	Water Water Everywhere	Explore the wonderful world of water! Water cycles, A wetland safari, water creatures and water labs will make this week a splash!
Friday	7/18 -7/22	Nature Detectives	Who calls the forest home? Explore our urban forest and learn about the many habitats and residents that live here.

What is a typical week of camp like?

- Piedmont Park exploration
- Outdoor sports and activities
- Science labs, and other fun-learning opportunities
- Arts and Crafts projects
- Garden Class

Who are the Camp Counselors?

- Our counselors are a team of educators chosen based on their educational backgrounds and their experience working with kids.
- Counselors are at least 18 years of age and have passed background checks.
- Counselors are both CPR and First Aid certified.

How are the campers grouped?

- Campers are placed in groups with similarly aged kids; i.e. first graders are generally with other first graders.
- Groups are organized to maintain a ratio of 20 campers to 2 counselors.

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.
- Please note your special requests in the specified field during online registration.
- 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.



EnviroVentures Spring Break Camp 2012 Parent Handbook

What do I do with my child's medication?

- All medications including over the counter and inhalers must be given to a staff member during check in daily.
- Please send only the amount of medication needed for that day with detailed instructions, along with the child's full name.
- Do not send medication with the child; we will confiscate and report any unauthorized 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 the Camp Office to set up an appointment. Visitation is limited and can only be approved and led by the program manager.

What is the Camp Market Garden?

- As part of our stewardship and health education campers cultivate and maintain a small garden plot in Piedmont Park.
- Gardening is a great opportunity to teach children about where their food comes from and how get them excited about eating vegetables.
- Produce grown and harvested will be sold at Piedmont Park's Green Market each Saturday. All proceeds will go back to Piedmont Park Conservancy- directly supporting next year's garden!
- Campers will not be expected or allowed to work during Green Market.
- Please come out and support our Camp Market Garden by shopping at our Green Market. For more details on Green Market and other programs, visit www.piedmontpark.org.

When do Campers Swim?

- Campers swim every day in our brand new Aquatic Center.
- Please send swimming gear daily with campers including a fresh towel and a bag to tote.
- Swimming may be cancelled in case of inclement weather or unexpected pool closings. However, we will try to substitute comparable activities as necessary.

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.
- If you are unsure about the appropriateness of your wheels check with the Education Programs Manager before Friday.
- Helmets are required to participate in Wheels Friday; 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. Be sure to plan ahead to make extra room for your camper's wheels.
- PPC is not responsible for damaged, lost, or stolen items.



EnviroVentures Spring Break Camp 2012 Parent Handbook

My child has a sibling who is too young/old for camp. Can they participate in camp?

We do not take children who are younger than the minimum age for our program, even with older siblings enrolled. We do this to ensure that all participants get the most out of their experience at camp. Our activities are designed with our selected age group in mind, and our counselors are dedicated to giving all campers their attention. We require all campers to be toilet trained and able to change their own clothing (for swim time).

Campers too old for traditional camp can apply for the Counselor In Training Program. To participate in the program CIT candidates will need to email or send in an application- available on the website- to the education programs manager. Approved applicants will be provided the necessary code to register online. For more information please call the Education Programs Manager.

Camper Drop Off and Pick Up Procedures

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

1. You may drop your camper/s off any time between 7:30am and 9:00am.
2. Pull into line directly behind the Community Center (see map on last page of handbook).
3. Please stay in your vehicle and continue to move forward until a staff member tends to you.
4. Please have your child enter and exit the car from the passenger side of the vehicle.
5. During drop off the parent must stay until we check your child in to camp.
6. To take proper attendance, all late drop-offs must call the camp phone (404.397.4677) you're your child's group is not close we will instruct you to drop off your camper with program staff through the camp office located at the front of the Community Center next to Quattro restaurant. Your camper will be connected with his or her group as soon as possible.
7. Campers will not be released unless the appropriate Codeword is given at time of checkout
8. **Please Carpool!** If you are picking up several campers, you must give the codeword for each camper. Notes are not necessary and cannot be substituted for the appropriate camp codeword.
9. **Help us all breathe easier by not idling during these times; Please turn off your vehicle to improve the air quality directly influencing camp.**
10. 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.
11. All Walk-Up camper pick-ups are also conducted at the back door. Parents are asked to refrain from approaching camp from any other entrance or attempting to contact children before they provide a code word. This is strictly enforced to maintain the safety of our campers.

Early Pick Up

If you need to pick up a camper between the hours of 9am and 4pm please be sure to call the camp phone (404.397.4677). We will need at least 30 minutes notice to bring your camper back to the Community Center for early pick-up. If you ahead of time that your child will need early pickup please inform the counselor at drop off so that they can make sure that your child is available when you need them.

Late Pick Up

Camp pick-up ends at 5:00pm sharp. (For later pick-up, see 'After Care' below.) Any pick-up between 5pm and 5:30pm will accrue a \$10 penalty per day 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



EnviroVentures Spring Break Camp 2012 Parent Handbook

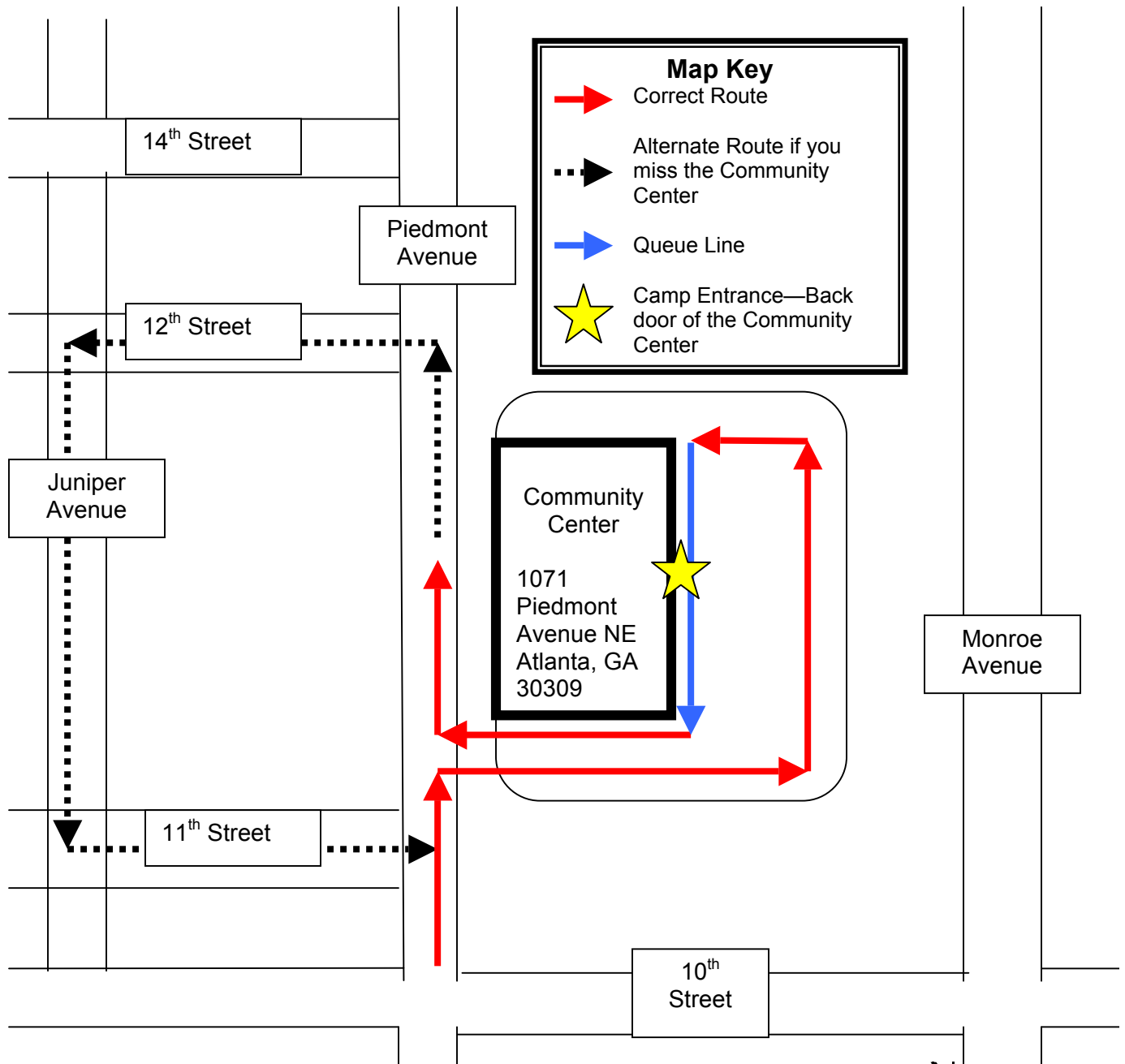
and the parents have not contacted us by 6:00pm, late fees must be paid at pickup. Frequent late arrival without prior arrangement may lead to removal from the program.

After Care

Campers may be registered online for our optional After Care Program at an extra \$50 per camper per week, which enables parents to pickup as late as 6:00pm. If picked up later than 6:00pm Late Pick Up Procedures (see above) apply.



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Phone Numbers	
Office	404.876.4024 x.326
Camp Cell	404-397-4677

***Map not drawn to scale**

