



EnviroVentures Summer Camp 2012 Parent Handbook

General Information

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| 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 Sessions: | 9 Sessions weekly between 5/28/2012 through 8/4/2012 *First session prorated due to Memorial Day Holiday *No camp week of July 4, 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 are swimming every day this summer! Please send swim gear (including a fresh towel and a bag to tote) with your camper daily. We also recommend a “just in case” pair of clothes. Campers are expected to change with minimal assistance in and out of swimwear. Make sure that you camper is able to perform this task before the first day of camp.

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.



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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.
- Please utilize our Early Registration period to insure the most economic option.
- 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 see the 'Help' section of our online registration pages.
- For additional assistance with online registration or questions regarding your account, please contact the Camp Office.

Registration Deadlines

- Early Registration ends **4/2/2012** and must be paid online with a credit card.
- 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 without any penalty.
- Cancellations made with less than three weeks notice will incur a \$50 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 \$50 administration 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, your child's name will automatically be put on our waiting list.
- In the event that another camper cancels, we will contact the first person on the list, etc. until we fill the space.



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Frequently Asked Questions

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

Visit the EnviroVentures Camp Page on the Piedmont Park Conservancy Website. Weekly themes are listed with a brief description. Follow [this link](#) to check them out now.

What is a typical day of camp like?

- Piedmont Park exploration
- Swimming in our Aquatic Center
- Outdoor sports and activities
- Science labs, and other fun-learning opportunities
- Arts and Crafts projects
- Special programs weekly such as Wheels Friday, and more!

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.

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?



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- 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 Saturday's 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 between the hours of 10:00 and 11:30.
- 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.

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, or Our New Piedmont Park Fit Camp which will be running concurrently to EnviroVentures Camp. .

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.



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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. We can best accommodate you if you let us know 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

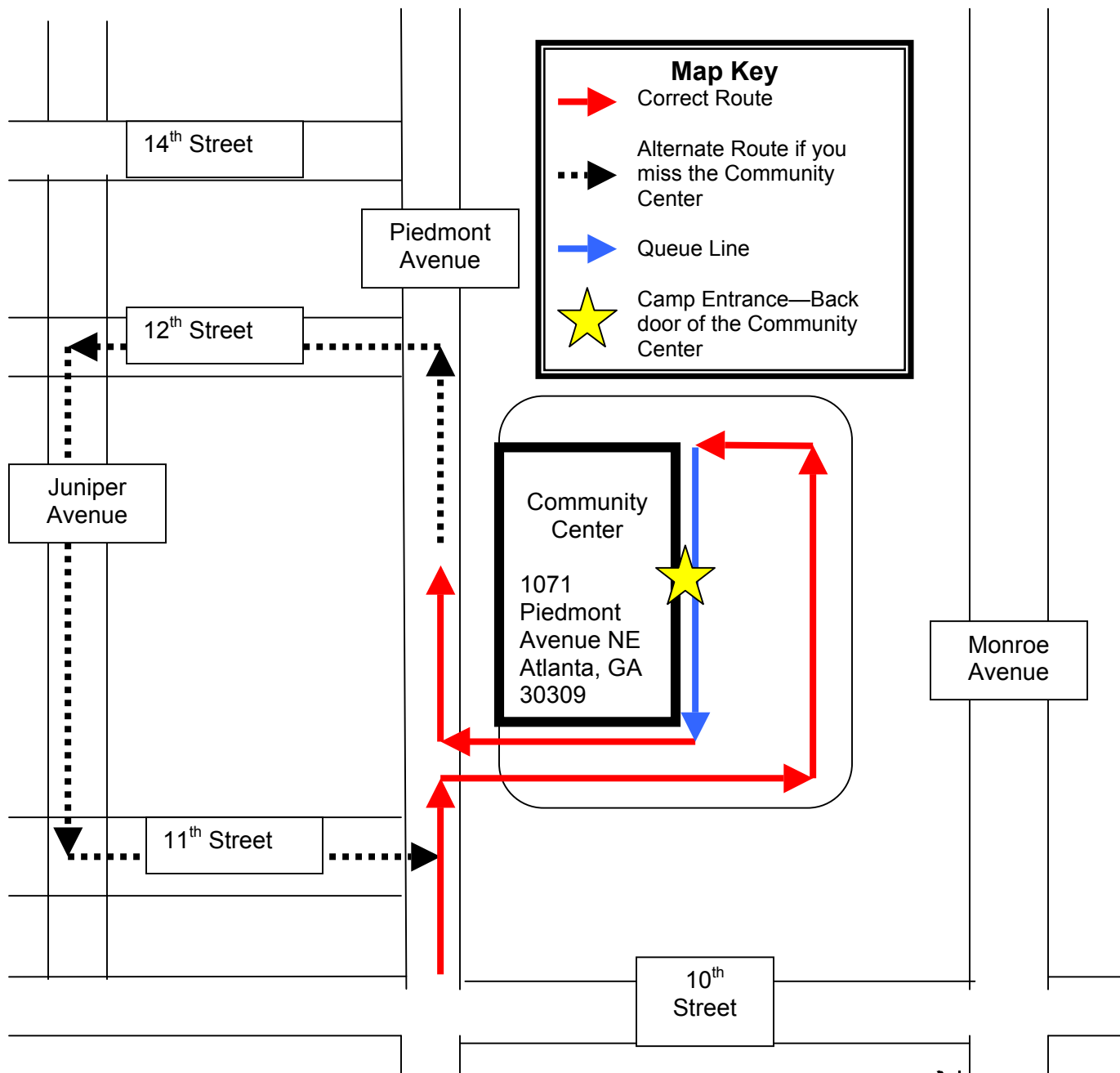
Camp pick-up ends at 5:00pm sharp. (For later pick-up, see 'After Care' below.) Any pick-up between 5pm and 5:30pm will accrue a \$10 penalty per day per child picked up late. If picked up later than 5:30pm an additional \$1 per minute per child will be assessed. If a camper has not been picked up and 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. If you need to add your child to aftercare for a selection of the days during the week after you have completed your registration, you are welcome to do so. Contact the Education Programs Manager to finalize registration.



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

***Map not drawn to scale**

