



Summer Camp in the Gardens Camper Handbook

Admission, Registration, and Fees

Parents of campers will complete all enrollment forms and pay the weekly camp fee online. Camps are divided by grades, and campers should register for camps based on the grade they will be entering in the fall of that year. After completing the initial registration form online and paying the weekly camp fee, parents will need to complete the additional enrollment forms listed below, and they will be emailed to you in the confirmation after completing payment. The additional forms are required to be submitted to the Education Director by the end of the day (5 pm) the Thursday before their child's camp week starts. If forms are not received, the child will not be expected at camp on Monday, and a refund will not be issued.

Summer Camp fees are \$100 for Gardens members, and \$120 for non-members, with the exception of special camp weeks with additional materials fees or guest teacher fees. Additional fees or higher camp week costs are indicated on a camp-by-camp basis each summer.

Summer Camp Enrollment Forms:

- Enrollment Form
- Health History & Emergency Care Plan
- Immunization Record
- Camp Handbook Acknowledgement

All forms are google forms unless families need paper forms. Additional forms may be required on a case-by-case basis.

Withdrawals and Refunds

No refunds are issued for a camp week if that week has already begun. If parents decide to withdraw their child from summer camp prior to the first day of camp, a \$20 administrative fee is applied to all refunds. Parents can get a full refund, less the administrative fee, only if the withdrawal is requested four weeks prior to the camp week's start date.

Family Expectations & Understandings

To create the best possible learning environment and provide the best role models we can for our students, we ask that all families agree to the following outline of expectations and

understandings.

- Respect the Gardens' rules when on the property
- Supervise children before signing in and after signing out
- Be respectful to all others you encounter on the property
- I understand that I do not receive refunds or adjustments for inclement weather closings or days missed.
- I understand that a \$35.00 charge is assessed for each Non-Sufficient Funds (NSF) check received.
- I understand that per Wisconsin State licensing regulation, my child must be fully toilet trained to attend Summer Camp. By "fully toilet trained," we mean that your child must wear underpants (no pull-ups) and be able to urinate and have their bowel movement on the toilet as well as wipe themselves after.
- I understand that I am required to complete and return all enrollment forms to complete my child's enrollment in Summer Camp.

Unexpected Absences

Campers are expected at camp unless staff is otherwise notified by the campers' parents.

If your child will be absent, you will need to let a camp teacher know the day before or call/text the Education Director (715-869-4565) prior to the start of the camp day. The Education Director will ensure that your child's teacher knows they will be absent. If, by 5 minutes past the start of your child's camp, your child is absent without notice and we have not heard from you, we will call you.

Absences should not be reported by email the morning of your child's class since staff may not be checking email at that time.

Clothing

Remember: "There is no such thing as bad weather, just bad clothing."

Send your child to camp dressed to spend the morning outdoors. Campers should dress in layers, comfortable shoes, and avoid wearing clothing that is special to them or restricts outdoor play.

Sunscreen & Bug Spray

Staff will only apply sunscreen or bug spray to your child if we have been given permission on your child's enrollment forms.

Please send your child to class prepared for the outdoors by applying sunscreen or bug spray to your child at home before coming to school or outside during drop-off.

Send students to school wearing appropriate clothing for the weather that also protects them from the sun. Sunglasses and long-sleeved shirts are encouraged. Students should always be sent to school with a hat if possible.

Plants & Insects

Students will play off the trails within the Gardens' property. While playing and learning at the Gardens, children may encounter plants such as poison ivy, stinging nettles, other thorny plants, mosquitoes, bees, hornets, other stinging or biting insects, and different types of ticks.

All of these are a part of nature, and students will learn about them, and staff will guide students in identifying them as they're playing and learning. Appropriate dress is one way to help avoid uncomfortable encounters with hazardous plants and insects.

In the situation that your child comes into contact with any hazardous plants or insects, staff will contact you immediately if it is an emergency (bee sting) or will inform you at pick-up if it was a minor incident (ran through poison ivy with long pants on).

For Poison Ivy information here:

- <https://hort.extension.wisc.edu/articles/poison-ivy/>

Find tick information here:

- https://www.cdc.gov/ticks/removing_a_tick.html
- <https://wisconsin-ticks.russell.wisc.edu/tick-identification-for-public-health-and-medical-professionals/>

Risks and Hazards

At Sprouts Garden Preschool, students will be exposed to age-appropriate risk through lessons and free play. Learning how to take appropriate risks helps children gain independence, confidence, and decision-making skills. Age-appropriate risks students might take include walking along fallen logs, climbing small trees, and using natural items like sticks while playing.

While age-appropriate risks are good learning opportunities for students, hazards are situations in which students have no control, and hazards will be monitored and controlled by teachers at all times. Hazards include sharp branches at eye level, dangerous weather, or ice.

Discharge Policy

Summer Camp in the Gardens reserves the right to cancel a camper's enrollment for the following reasons.

- Failure of the parent to complete and return all required forms
- Physical or verbal abuse of children or staff by a parent

- Failure of the parent to observe the rules and expectations of Summer Camp
- Following reasonable efforts on the part of Summer Camp staff and the child's parents, a child may be discharged if there are behavioral or developmental concerns beyond the scope of what Summer Camp is able to manage

If parents decide to withdraw their child from Summer Camp, the parents must notify the Education Director in writing. Tuition is non-refundable.

Waterfront Activities

Monk Botanical Gardens' property includes a small pond, which will be used by camp.

When interacting with the water, children will only be allowed to be ankle-deep in the water while wearing proper footwear (ex: water shoes, sneakers, closed-toed sandals). Children may engage in frog catching using their hands or nets and collecting insects and plants to take to shore to look more closely.

Nutrition

Parents are required to send a snack with their child to camp every day. The snack should be able to be stored at room temperature in the child's backpack until snack time. Snacks will not be shared between children, and snacks will not be provided by the camp. Snack time will be held during the middle of the camp day.

Additional snack restrictions may be implemented on a case-by-case basis depending on known allergies of children in each camp week.

Children are required to bring a reusable water bottle to camp every day.

Daily Attendance

Parents are required to walk their child to and from the potager to sign them in and out every day. Parents should not leave any other children unattended in their vehicle while dropping off their child at camp. Parents who have additional children in the car should bring them with them as they walk to the potager to sign in or out their child.

Health

While we want to see your child at camp as often as possible, there are times when your child should stay home.

If your child has one or more of the following, please keep them home from camp.

- Temperature of 100 degrees or higher (Staff may check your child's temperature at arrival)

- A low-grade fever and acting ill
- An infectious disease
- Vomiting or upset stomach
- Diarrhea
- Constant runny nose
- Continuous coughing
- Lice
- Rash

Please make sure your child is fever-free and symptom-free for at least 24 hours before returning to school/camp.

You will be notified if your child has been exposed to a contagious disease, and we request that you inform our staff if your child is exposed to or contracts any communicable disease.

Until further notice, families are also required to read and agree to COVID-19 policies.

Preventing the Spread of Illness

To do our part in preventing the spread of communicable diseases, staff and children will participate in the following good hygiene practices.

Children will wash their hands:

- When arriving at school/camp
- Before and after eating
- After any contact with wild animals or insects
- After using the restroom
- After sneezing and/or blowing their nose
- When hands appear dirty
- When entering the classroom after being outdoors

Staff will wash their hands:

- When arriving at school/camp
- Before and after eating
- After any contact with wild animals or insects
- Before and after giving first aid
- Before and after administering medication
- After using the restroom
- After sneezing and/or blowing their nose
- When hands appear dirty
- When entering the classroom after being outdoors

Staff will wear gloves when giving first aid or when administering medication. Gloves are single-use and will be disposed of after each use.

Licensing

The day camp license, results of most recent licensing inspection, and notice of any enforcement action, stipulations, conditions or exceptions that affect the license are available at the sign-in and sign-out location of Summer Camp in the Gardens every day. A copy of DCF 252 and the camp policies are available to parents upon request.

Confidentiality

Staff having access to children's records will not discuss or disclose personal information regarding the children to others except to the parent(s), or other person authorized by the parent, or as authorized by law.

This handbook is subject to change. If an update is made, enrolled families will be notified and updated versions will be added to our website.

Summer Camp in the Gardens' full set of policies are available upon request.

Updated 3/25/2021.