

# Great Explorations Summer Camp 2017

## Policies and Procedures Parent Handbook

Hello and welcome to Great Explorations 2017 Summer Camp! I am very excited you and your child have chosen to spend a part of your summer with us. Our most important priorities are your child's safety and providing a quality experience. With new themes and activities we will strive to make this summer a memorable one for both you and your child!

At Great Explorations our mission is to stimulate learning through creativity, play and exploration. Throughout the summer, we will provide campers with opportunities for learning and exploration in a relaxed, fun and playful environment.

Please read through the information below and contact me if you have additional questions about this camp program.

I'm very much looking forward to seeing familiar faces and meeting new ones this summer! Thank you again for choosing Great Explorations Summer Camp - "where St. Pete comes to learn and play"!

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## **Injuries at Camp**

While we take great care in ensuring that camp children are safe, children at play may have accidents. Great Explorations Summer Camp has the following procedures in the event of an injury:

- An accident report will be filled out for children who have been injured at camp. The original form should be signed by the parent and left with the Camp Counselor.
- In most cases, parents will not need to remove their child and will be informed of the incident at pick up.
- Should an injury occur which requires medical attention; the parents will be notified immediately. If necessary, Camp Staff will contact EMS.

## **Illness Policy**

At Camp, we use our best judgment to determine when children are ill. Please remember that we are not pediatricians and are not permitted to diagnose; we use our best judgement based on symptoms.

If the following occur, parents should keep their child at home or remove their child as soon as possible from camp:

- A temperature over 100 degrees or
- Any other factor indicating illness.

If a child complains of feeling ill, has a fever, or shows symptoms of illness parents will be notified that they must remove their child from camp for the remainder of the day. Children who were sent home must be vomit, diarrhea, and fever-free for 24 hours without medication prior to re-entry.

## **Medication Policy**

If your child requires medication during the camp day please speak with the Camp Director regarding necessary paperwork and instruction for administration of medication prior to beginning camp. The Camp Director and Counselors will administer epi-pens and inhalers in case of emergency. Epi-pens, medication and inhalers require signed documentation before they will be accepted.

## **Emergency Closing Procedures**

Great Explorations Educational Programs follow the Pinellas County School Board's policies for closing of our Camps and Preschool Programs. When possible, parents will be alerted about Camp closing at pick-up the day prior. If an unexpected Emergency Closing occurs due to severe weather, parents can find out by calling the Great Explorations main phone line (727.821.8992). An automated recording will alert parents if Preschool and Summer Camp programs are closed. Please note that the museum may stay open for guests accompanying their children even when Camp Programs have closed.

## **Evacuations**

In the unlikely event that emergency personnel require evacuation of Great Explorations Children's Museum, a sign will be posted on the doors of the museum and The Camp Director will contact guardians by phone.

## **Sign In & Out**

### **Sign In:**

- 1) Before 10:00 a.m., parents enter the museum through the lobby doors labeled "Emergency Exit Only". After 10:00 a.m. parents will enter the museum through the Gift Shop entrance.
- 2) Parents must accompany their child to drop off lunch and personal items in the museum camp classroom before signing their child in with the Camp Counselor.

### **Sign Out:**

- 1) Parents enter the museum through the Gift Shop entrance of the museum before 4:30 or through the lobby doors labeled "Emergency Exit Only" from 4:30-5:30 p.m.

- 2) If entering through the gift shop, please make the gift shop staff aware of the purpose for your visit and confirm the location of your child's group before entering the museum.
- 3) Any adult picking up a camper **MUST show a picture I.D. and be on the pick-up list for the child. No Exceptions.** Parents can add names to the child's pick-up list during morning drop-off any day of the week.

#### **Late Pick Up:**

- 1) For any camper picked up after 5:30 p.m., we reserve the right to charge **\$5.00** for every minute after 5:30. The camper will not be allowed to return to camp until the late pick-up fee is paid.

#### **Discipline Policy**

Our Camp discipline policy follows the practice of "social learning through guidance". Camp Counselors and the Director view negative behaviors as opportunities to teach children constructive and effective ways to cope and work with others. Our goal is to teach responsibility through conflict resolution.

Camp Counselors will abide by the following procedures for handling discipline:

- Camp Counselor will give personal verbal correction and re-direct the child into an appropriate behavior at the first incident.
- If the behavior does not resolve, the Camp Counselor will talk with the child outside of the classroom or away from the group. The Camp Director will be notified, as will the parent/guardian at pick-up.
- If the same misbehavior continues the Camp Counselor will notify the Camp Director, who will remove the child from the activity for a limited amount of time. The Camp Director will speak with the child and return the child to their group once the child appears calm and able to participate safely with peers. The Camp Counselor will fill out a Behavioral Concern Form, which will be given to the parent/guardian at pick-up. The form must be returned when the child returns to camp.
- If the attitude and actions of the child have not shown improvement and the misbehavior, disruption, or disrespect continues, the Camp Director will be notified immediately and the child will be dismissed from camp for the remainder of the day, week, or possibly for the summer.
- We want your child to be successful here. Please detail anything we can do to help your child on the Camp Enrollment Record form.

**Great Explorations Summer Camp reserves the right to withdraw a child at any time should extreme behavior occur, or should the Camp Director determine that the environment is not appropriate for the child's needs.**

*No refunds will be given for missed camp days regardless of circumstance.*

#### **Outside Toys**

During after-care programming (3:30-5:30) the use of personal toys is allowed at Great Explorations Summer Camp. Between the hours of 9:00-3:30 toys are to be put away with the child's personal belongings. Toys will be held until pick-up and given to the child's guardian if a child is found playing with toys from home during programming hours of 9:00-3:30.

Tablet use is allowed during the after-care hours of 3:45-4:15. If staff determine that a child is playing a game which is not appropriate for the camp setting (including games with violence), the child will be asked to put their tablet away and choose another activity.

Please note we are unable to lock up personal items throughout the day. If you choose to send your child to camp with toys, money, or electronics you do so at your own risk.

**Great Explorations is not responsible for lost, stolen, or damaged items.**

## **Appropriate Attire**

Parents should send their child in play clothes since spills and messes during art projects are inevitable. We make every attempt to protect children's clothes from being ruined, however, occasionally paint and other products may find their way onto clothes and be difficult to remove. Camp cannot accept responsibility for damage done by art supplies or other camp activities.

To ensure the safety of all students, we require all children to wear close-toed, rubber-soled shoes. Sandals, flip flops, boots, slippers and dress shoes are not appropriate attire for our Camp.

## **Communication Board**

Great Explorations Summer Camp will utilize a "Communication Board" to notify parents of important camp information. The Communication Board will be located in the lobby between the Museum Gift Shop entrance and the "Emergency Exit Only" double doors. It will be used to notify parents of the location of camp groups throughout the day. Parents should check this board daily as it will include reminders of which day(s) of the week campers need to wear their camp T-shirt. This information is also available on the museum website ([www.greatex.org](http://www.greatex.org)). **It is the responsibility of the parents to read the Communication Board and dress their children in their camp shirts on the appropriate days.**

## **Field Trips**

"Field Trip days" include any day the children leave the museum using bus transportation. Camp T-shirts **are** required for all field trips involving bus transportation. Unless otherwise noted on the Camp Communication board and museum website, children should wear their camp T-shirts every Wednesday.

Should you need to reach camp staff immediately or during a field trip please call the Camp Cell Phone: 727.831.1150. Please leave a message if there is no answer and we will return your call as quickly as possible.

## **Age Specific Information**

- Campers will be grouped according to grade level; in some cases children from two consecutive grades will be grouped together. Please note we cannot accommodate every request to group children together.
  - Children entering Kindergarten and 1<sup>st</sup> grade may have a short "rest time" daily; please send your Kindergarten and 1<sup>st</sup> grade-aged child to camp with a towel to lie on during rest time. Stories will be read, music played, or quiet activities will be available during this time.

## **Lunches and Snacks**

Parents are required to pack two snacks, a lunch, and a bottle of water for their child every day. We encourage healthy eating choices and recommend fruits or vegetables for snack. If you wish to pack your child juice or milk in addition to a water bottle you may do so, however no soft drinks are allowed. You will have the option to purchase pizza for your child each Friday over the summer. Forms will be sent home at the beginning of every week and need to be returned by the end of the day each Thursday if you would like to purchase pizza for your child. Please speak with the Camp Director if you would like to pay in advance for pizza each week your child is in attendance.

## **Gift Shop**

Campers will not be allowed to go into the gift shop for beverage or merchandise purchases. All snacks and drinks must be provided by the parents. Please do not send your child to camp with money as there is no place for them to spend it during the camp day.

## **Movies at Camp**

Educational movies may be used throughout the week in order to present material to campers in a fun and diverse way. "Magic School Bus" or a similar movie or show pertaining to each week's theme will be shown on Friday afternoons. Additionally, "G" or mild PG-rated movies may be used if outdoor time is canceled due to inclement weather. Movies will be appropriate for all ages attending the program.

## **Camp Ratios**

Great Explorations maintains a ratio of 1 staff member to every 13 children; for off-site trips, including park visits, the ratio will be 1:10. At times, a counselor will be in the classroom with more than 13 children, but never more than 25 children. This happens in situations when one counselor is taking a child to the restroom, preparing materials for an activity, or on break. Florida Licensing requires ratios of 1:25 for elementary aged children.

## **Parent Communication**

If parents have questions or concerns at any time they should contact the Camp Director, Lauren Leavine. Please let your child's counselor know at drop-off or pick-up if you would like to speak with the Camp Director. If the Camp Director is not available to answer questions or discuss pertinent information at drop-off or pick-up, a face-to-face meeting can be scheduled. Additionally, the Camp Director can be reached Monday – Friday by phone at: 727.821.8992 x226, or by email at: [LLeavine@greatex.org](mailto:LLeavine@greatex.org). During before-care, after-care, and field trips please utilize the camp cell phone if you need to reach the Camp Director: 727.831.1150.

Please save these numbers to your phone, as we will utilize them to contact you if needed while your child is at camp.

**Museum phone:** 727.821.8992

**Camp Cell Phone:** 727.831.1150