



Youth Camp Family Handbook

Contact Info

Registration and programming questions:

541-476-0222, ask for the education department

corya@wildlifeimages.org



We're so excited for another great season of day camps and activities! Here you will find detailed information, policies and procedures regarding your upcoming camp!

Forms

Every camper must register – **online registrations are preferred**

Online registration includes the camper's information, participation and image release. These forms must be completed by a legal guardian in order to attend camp. Forms can be found at www.wildlifeimages.org

If you are unable to complete registration online, please contact us for help in registration.

Frequently Asked Questions and Details -

Sign-in & sign-out procedures

Who oversees sign-in & sign-out?

Wildlife Images camp staff oversee the mandatory daily signing in and out of all campers. Staff will accept campers for sign in beginning at 8:45 am, all campers must be signed out by 3:15 pm.

Do I need to bring legal proof of identity?

Yes. Every adult picking up a camper must be authorized to do so on the camper's registration form. Camp staff will ask for proof of ID upon sign out. This also applies for drop of if your camper is riding provided transportation.



My child is riding the transport -

Where and when do I drop off and pick up my camper?

What if I need to arrange for someone to sign out my camper who is not on the authorized list on my camper's registration form?

If your camper will be picked up by someone other than those listed on the registration form as authorized, please ask a staff member in person to add that person to the list when you drop off your child (including dropping off at a transport stop). We cannot accept this permission by phone, note, or request from anyone other than the child(s) guardian for their safety. Feel free to add several people to your authorized list during registration.

As a parent/guardian, do I need to accompany my camper to sign-in each day?

Yes, we ask that you or an authorized person accompany your camper to sign in. We want to make sure you know the sign-in and out procedures, all necessary information has been collected and any special instruction or information is shared with the staff, and any questions you have can be answered.

Where is camp sign-in & sign-out located?

When you arrive at Wildlife Images, signs will direct you to the path to the right that runs in front of our gift shop to the classroom porch. Please report there for drop off and pick up of your campers. Once you have signed-out your camper, you are more than welcome to visit our gift shop for a special treat or momento!

If your child is riding the transport, make sure you indicate that on their registration paperwork, including your chosen stop. For current information and times of the camp transportation stops visit our web site at <http://www.wildlifeimages.org/education>.

Please note that the camp transportation IS SEPARATE from our public expedition transport.

What to Bring to Camp

What should my camper bring with them?

Campers will have a space to stow their belongings, but please be aware that we do not have locking storage for your child's belongings.

FOOD –

◇ A healthy cold sack lunch (campers will not have access to a refrigerator or microwave)

◇ A few healthy snacks. Campers will have breaks at certain points of the day where campers can rest and have a snack break.

◇ A reusable water bottle. We have fountains and coolers to refill.

CLOTHING & OTHER ITEMS –

◇ Campers should dress in layers to be comfortable both inside and outside and weather appropriate.

◇ Kids may get dirty, play clothes are advised. Shorts and pants are great, skirts and dresses are not recommended.

◇ Close-toed sturdy shoes are required. Please, no flip-flops.

◇ Camp T-Shirts will be given out on the first day of camp. We encourage campers to wear their T-shirts.

◇ We ask that MP3 players and gaming devices be left at home. Cell phones are not to be used during camp. Cameras are allowed.

◇ We ask that campers do not bring money to purchase items from our gift shop. However, campers are more than welcome to browse the gift shop with an adult after they have been signed out of camp.

◇ Campers can bring binoculars, cameras or other personal items. There are no locking storage facilities

available, so bringing personal items is at your discretion.

◇ Wolf Pack Campers - bring a journal from home.

◇ We encourage you to provide sunscreen for your child. Applying sunscreen in the morning before camp is recommended for your child. Before we venture out of doors we will encourage all campers to apply their own sunscreen. A hat is also recommended.

The Wildlife Images Campers Code:

✓ **Respect yourself and others** ✓ **Respect your surroundings** ✓ **Have Fun**

About Our Staff

Camp staff, interns and volunteers are present all week with campers and bring a lot of different talents and experiences to the table. Combined, they have years of experience in educational and recreational settings with youth as well as adults. All of the people involved in our camps have a deep love and respect for nature, children and the wonders education can bring, along with great enthusiasm to pass their knowledge on to others! Members of the team are first aid/cpr certified and have undergone background checks.

About Field Trips

Depending on the day and activities planned, youth may venture out on off-site field trips. We use the camp transport vans to get us safely to and from the center. All campers and staff travel in one group to and from the sites.

Camp medical and emergency policies

Campers will play and explore during camps, so minor injuries such as skinned knees can occur. Staff members are certified in first aid and injuries will be treated according to the discretion of camp staff. An incident report will also be recorded in these events.

In the event of an illness or more serious, non-life threatening injury (i.e. a broken arm) we will notify the parent/guardian and transport the child to a nearby medical facility.

In the unlikely event of a serious injury or illness, emergency personnel will be notified immediately, and directly after that parent/guardians will be contacted.

Please note that camp staff will use their judgment on treatment of injuries and/or illnesses.

Any medical expenses incurred while participating in programs are the sole responsibility of the camper's parent/guardian.

Emergency procedures:

In the unlikely event of a serious injury the following steps will be taken –

1. Call 911
2. Administer first aid/cpr
3. Report incident to supervisory staff who will contact parent/guardian or emergency contact
4. Transport to nearest hospital (if less serious/necessary)
5. File incident report with education department manager

If you need to contact your child during a camp, or in the event you need to report an absence from camp

Call (541) 476-0222: Front Desk

Our guest services staff will assist you. If it is before or after hours, please leave a message on our voicemail.

Illness – If your child is ill, please do not send them to camps. If your child has symptoms such as fever, runny nose or eyes, cough, sneeze, stomach pain, active rash, diarrhea, sore throat and/or nausea we

ask they remain at home. If a child becomes ill during camp, he/she will be removed from the other campers and kept comfortable while we call the parent/guardian/emergency contact.

Behavioral Guidelines

The safety and positive experience of our campers is of the highest priority. We have guidelines that help us establish the expectations we have of each camper. Should it be necessary to correct any dangerous or disruptive behavior, staff will follow these steps:

1. Reasoning about the behavior: Verbal communication will be used to identify the problem and the solution. Campers will be asked to employ the solution.
2. Time Away From Activity: If behavior continues, the camper will be removed from

activity for a short period of time, followed by reasoning with the child.

3. Parent/guardian, child & staff conference: Staff will discuss the group concerns with an adult.
4. Dismissal: If the first 3 steps fail to solve a problem, the camper will be dismissed from the program.

Wildlife Images is a positive place for youth, and we use positive reinforcement to encourage good, productive and fun group behavior. Our aim is for all campers to have an amazing and unforgettable experience!

Participants with special needs

Wildlife Images is committed to providing great experiences for all youth! During registration, you will find a section for notes titled "medical conditions". Please alert us to any special needs your child may have. If more discussion is needed, we will contact the parent/guardian prior to camp. Requests for special accommodations will be considered on a case-by-case basis with prior notice so we can discuss how to best accommodate your camper's needs.

Service animals

Service animals are the only outside animals allowed at Wildlife Images. Please alert us using the system above if your child is accompanied by a service animal so we can best accommodate your camper.

Payment & Cancellation Policy

Payment is due at the time of reservation and can be made by credit or debit card, check or cash. Please note that your signed registration form must be submitted or your child will not be able to attend camp. On-line registrations using a credit or debit card are preferred.

A refund (*minus \$5 administration fee*) will be made if your camp reservation is cancelled (per camper cancelled) **14 days** or more prior to camp, or your reservation can be rescheduled for another session depending on availability.

If cancelled **13 or less** days prior to the beginning of your camp session, no refund will be issued, but your camp reservation can be rescheduled for another session depending on availability.

Wildlife Images reserves the right to cancel any program. Cancellation of any camp or activity by Wildlife Images will receive a refund in full.

We do not pro-rate tuition fees for illness, behavioral suspensions or absences.

Questions?

Contact:



Cory Alvis-Allen

Education Supervisor

(541) 476-0222, ext. 107

corya@wildlifeimages.org

Thanks and we'll see you in camp!