

Carkeek Park EarthKeepers Summer Day Camp Camper and Parent Handbook!

(newly revised for 2012)



2012



Carkeek Park Environmental Learning Center
950 NW Carkeek Park Road
Seattle, WA 98177
To Register call: 206-684-0877
To contract Camp Director call: 206-684-5999





Welcome EarthKeepers!



The Kid Part

(Please **read** with a parent or guardian)

Camper and parent agreements need to be signed and returned with registration

What is Carkeek Park's EarthKeepers Summer Day Camp?

EarthKeepers is a special summer day camp for exploring, learning and playing outdoors. To enjoy camp the most, an EarthKeeper is not older than 12 and not younger than 6 years old on the first day of camp.

What will we be doing at Camp?

On any given day at Camp, you may find yourself exploring the beach, hiking through the forest, playing in a field, learning about nature or creating art.

We have weekly themes at Camp, so depending on what week you come, we will be exploring:

Week 1	June 25- 29	Feathered Friends
Week 2*	July 2-6	Wet & Squiggly Tidepool Wonders
Week 3	July 9-13	Buggin' Out
Week 4	July 16-20	Survivor Island
Week 5	July 23-27	Furs, Tails, Tracks & Trails
Week 6	July 30-August 3	Tidepools-Window to Puget Sound
Week 7	August 6-10	Carkeek's Incredible Time Machine
Week 8	August 13-17	Survivor Island

*No camp Wednesday - July 4

Who are the teachers or counselors?

At Camp we call the counselors, *Educators*. Our Educators have backgrounds in the natural sciences/environmental education and experience working with children of grade school age.

Can I be with my friends/brother/sister?

Groups are created before camp starts and campers are split up according to age. Each Educator leads a group of about 10 campers. Please know we will do our very best in considering the needs of each child and all our campers.

What happens during a typical camp day?

Here is how it goes:

9 a.m. Campers **ARRIVE** and play on the big toy or in the field with educator!

Parents: Please make sure you sign your child in on the clipboard with STAFF Thank you!

Monday morning we:

- Make nametags
- Create a journal
- Meet our educators, talk about camp expectations, and gather in our field groups for the week

9:30 a.m. Split into groups and start our **ACTIVITIES** for the day

10:30a.m. **SNACK TIME!** Please provide a snack for your child in the morning

11:00a.m. **ACTIVITIES** or Project

12 o'clock We eat **LUNCH** at the picnic tables where you were dropped off. Time to see friends or siblings from other groups.

12:30p.m. **PLAY TIME!** Playground or field

1:15p.m. We'll take a water break, reapply sunscreen as needed, check in and see how everyone's doing, and prepare for our afternoon adventures.

1:30 p.m. We go on an **EXPLORATION** in our groups or do an activity all together, like an art project.

2:30 p.m. **SNACK TIME!** (Provided by camp)

2:45p.m. We continue with fun afternoon exploration or activities.

3:50p.m.* **PICK UP!** We try and get everyone back to the picnic tables again by this time because we know parents are coming soon to pick you up.



OFFICIAL PICK UP TIME IS 4:00 P.M.

Parents: Please make sure you sign your child out on the clipboard with STAFF!



How do I contact Campers during the day?

For communications to campers and staff, parents may call the park office 206-684-5999. The Director will contact camp educators as soon as possible via radio.

What to bring to camp...



- ❑ **Closed Toe Shoes that attach to your foot**

Comfortable sneakers or boots that fit well for hiking, running, jumping and to protect your feet. NO SANDALS, FLIP FLOPS, ETC. We don't want your feet to get cut or have anything stuck in them. Not fun! **A change of socks and shoes for beach weeks is required.**

- ❑ **A nutritious lunch and morning snack!** Tips: protein for endurance, fruit is preferred to candy or sugar for energy. We encourage the use of **reusable containers** in the spirit of environmental stewardship.



- ❑ **A water bottle** with your name on it. Campers will be thirsty after all our fun adventures!



- ❑ **A backpack** with your name on it or attached to the outside.
- ❑ **A coat for wind and rain that can go in your backpack is required.** It is a few degrees colder in the Park, especially in the morning. Brrr...
- ❑ **Sunhats/sunglasses** are not required, but a good idea!
- ❑ **Sunblock—SPF 45 is advised.** Please come to Camp wearing your sunblock in the morning and we will remind you to put more on after lunch.

Now, here's a list of things to leave at home:

- ❑ Toys, sports equipment, trading cards and/or valuables*, UNLESS you get permission from the Director and they are for a special purpose
- ❑ MP3 Players, Cell phones, Portable Game devices or other electronics
- ❑ Toy guns, weapons (play or real), knives (even pocket knives) and fireworks (including Snap n' Pops) are NOT ALLOWED AT CAMP.



****"Valuables"** means anything that is valuable to *you*. Losing a special barrette or walking stick in a 200-acre (BIG) park can be very sad! There is more fun and less worry if you leave your special things at home.

Carkeek Park Staff will not be held responsible for any items that are lost, stolen or broken while at camp. Belongings are placed in a locked shed and are secured when we are away from the picnic area, but they are available to children when they need them.

The Parent Part

Registration and Financial Info

Registration Please contact September Wilson at 206-684-0877 or by email at September.wilson@seattle.gov to register. We need the last page of the handbook and the E-13 prior to registration. You can fax the paperwork to September at 206-684-0195, scan and email it to the email noted above or mail it to 3801 Discovery Park Blvd. Seattle, WA. 98199 (September's office location) with a check payment made payable to the City of Seattle.

Paperwork must be completed and turned in before registration can take place.

- Participant Information and Authorization Form (Form E-13 on our website: <http://www.seattle.gov/parks/environment/E-13.pdf>)
- Enrollment Agreement (at the end of this handbook)
- Medical Treatment Authorization/Instruction Forms (If we need to administer medication to your child or if your child: needs special accommodations, has a behavioral concern, allergies or intolerances, asthma, diabetes, seizures or any other health concerns. Please call September Wilson at (206) 684-0877 and she can fax or mail the forms to you. *Please note, if you check that your child has any medical concerns, including food related issues; additional paperwork will need to be filled out and submitted.
- If your child is registered for more than one week, please be sure to submit payment on Monday two weeks prior to the week of care.

Parents are responsible for notifying our facility in writing if any changes occur in information (address, phone #, health status, adults authorized to pick up children, etc).

Finances

Camp Cost:

The cost for one week of Day Camp for **Summer 2012 is \$215.00, except week #2 is \$175.00 (no camp on 7/4)**. Payment for the 1st week of camp the child attends must be paid in full. A **non-refundable and non-transferable deposit of \$15/child/week** for each additional week of camp is required to reserve the space (meaning, you may not use it for a friend's child or to switch to a different week. Deposits will not be refunded if you decide to cancel). Remaining Balances are due two weeks prior to the Monday of the registered week.

Payment:

To assist you, there is a payment schedule below. Please mark your calendar as **no further notification will be given**. Payment must be received **two weeks** prior to the start of your child's camp. Please pay by **credit card OR check only, made out to: City of Seattle**.

Week #	Dates	Week Name	Payment Due Date*
Week 1	June 25- 29	Feathered Friends	June 11
Week 2*	July 2-6	Wet & Squiggly Tidepool Wonders	June 18
Week 3	July 9-13	Buggin Out	June 25
Week 4	July 16-20	Survivor Island	July 2
Week 5	July 23-27	Furs,Tails,Tracks&Trails	July 9
Week 6	July 30-August 3	Tidepools-Window to Puget Sound	July 16
Week 7	August 6-10	Carkeek's Incredible Time Machine	July 23
Week 8	August 13-17	Survivor Island	July 30

***If we do not receive your payment on time we reserve the right to give your child's spot away to the next family on the waiting list. Sorry, the \$15 deposit will not be refunded.**

Our mailing address:

Earthkeepers c/o
Discovery Park
3801 W. Government Way.

Seattle, WA. 98199

Our Federal Tax ID #:

#51-0170717

Registration: 206-684-0877

Registration fax number: 206-684-0195

To contact staff at Carkeek: 206-684-5999

Returned Checks

A \$20 fee will be assessed on all returned checks.

Prorating

We do not pro-rate fees for illness, absence, behavioral suspension or personal vacation. Children enrolled in Camp are reserving time, space, supplies and Staff whether or not the child actually attends.

Refunds

As noted (page 5), we make no refunds on deposits. Refunds may be requested for the remainder of a week's fee minus the deposit if a written request is given **two weeks in advance of the first day of that week's camp**. Please refer to the schedule on page 6. Refunds will **not** be issued if requested less than two weeks in advance.

Policies and Procedures

Mandatory Check In/Check Out Procedure

Please have your camper(s) to camp no later than 9 a.m.. Arriving between 8:50 and 9:00 is ideal. We make no guarantee that camper(s) will be able to find their field groups for the day if they arrive late. **We require the parent, guardian or authorized adult listed on the registration form to sign in each child each day and sign them out when departing in the presence of staff. Please do not ask us to release a child for pick up to anyone who is not authorized in writing.** Sign in/out on the clipboard with Staff. We'll look for you at the picnic tables near Shelter #2. For pickup and drop-off area, Shelter #2 is a small rectangle on this map:

http://www.seattle.gov//parks/environment/trails/images/carkeek_thumb.gif

It is near the word „Playfield“ and the word „Big“ of „Big Rock Trail“ at the west end of the loop road.

After Hours Pick-up

Day Camp operates from 9 a.m.-4 p.m.. Children may not be dropped off before 9 a.m. or left past 4 p.m. Please do not arrive for pick-up earlier than 3:45. **After 4 p.m., a late charge of \$1 a minute will be applied. Your child/children must be picked up by 4p.m. This fee is to be paid in cash at the time of pick-up directly to Camp Staff. If your child is left longer than 1 hour after close of Camp and Staff is unable to reach parents or emergency contacts, then a Community Service Police Officer will be called and the child will be taken into their custody.** Please make sure emergency contacts listed for your child are people who would be available to pick up your child in the event of an emergency or unforeseen lateness.

Reporting Lateness/Absences

It is the responsibility of the parent to notify the Center when the child will not be in attendance for the day, or a part of the day. Please call (206) 684-5999 to leave a voice mail and Staff will retrieve it by approximately 9:30 a.m. As a reminder, we do not refund or credit fees (without two week's notice) for illness, absences or vacations and the deposit portion (\$15) is non-refundable. Because campers will be out in the park exploring, dropping off late or picking up early is not ideal and only possible during lunch time.

Discipline

In organizing and maintaining a safe and cooperative setting, it is necessary to have specific policies and limitations that govern our facilities, program/Staff and the behavior of each child. Compliance with imposed limits and policies of the facility and program is expected. Should it become necessary to correct and/or resolve any disruptive or dangerous behavior the following steps will be followed in progression starting with the action appropriate to the severity of the disruption. (note- Physical discipline, such as spanking, is not allowed)

1. Communication between the child & Staff where problems & solutions are identified
2. Time out—Removal from specific activity for a short period of time
3. Parent/Child/Director Conference with behavior contract
4. Probation period/ possible suspension from program with 2nd parent/Child/Director conference
5. Removal from the program with third Parent/Child/Director conference

A positive behavior reinforcement system will be utilized to promote appropriate behavior. Campers, parents and Staff will be made aware of Camp rules and expected behavior. Minimally, your child should be able to understand the concept of a "group" and be able and willing to stay with their group. They should also be able to interact with other children and with adults without incidence of physical violence or harassment. It is hoped that promoting respect for each other, themselves and the Park, while conveying expectations clearly, will result in a minimal need for disciplinary measures.

Medical Information

Meals

What your child consumes contributes to his/her health and Camp experience. Please make sure that your child has a healthy breakfast each day before coming to Camp. Our days are very active and many calories are burned. Morning Snack is around 10:30 a.m. Lunch is eaten at the picnic tables at noon. **It is the parent's responsibility to provide a nutritious morning snack and lunch.** Afternoon snack will be provided around 2:30 p.m. Every morning at the check-in table we will have posted what the snack is for the day. In addition, it is important for your child to stay hydrated. **Please also supply your child with a water bottle with their name clearly marked on it.** It is also recommended that they drink water in the evening at home. If your child has special dietary restrictions, these must be listed on their Medical History and Authorization Form and other forms as noted in the Registration section.

REDUCE, RECYCLE, REUSE!

Parents, please assist in your child's environmental awareness by using reusable food containers and minimizing packaging.

Wheel Chair Access and Special Needs

This camp is not wheelchair accessible and we can offer only limited accommodation for campers who have special needs. Please speak with the camp director as soon as possible if this is a concern for your child.

Prescription Medication

Written parental consent is required to administer any medication. Please ask for a Medical Treatment Authorization Form. All medication must be in its original container and properly labeled with the child's name, date the prescription was filled or the medication's expiration date and legible instructions for administration such as manufacturer's instructions or a prescription label.

Non-prescription medication

The following medication can be given with written parental consent, only at the dose recommended and only for the duration and method of administration recommended on the manufacturer's label:

- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Anti-itching ointment or lotion (specifically for itch relief only)
- Decongestant
- Sunscreen/Sunblock

A physician's written authorization is required for non-prescription medication not listed, medication that is to be used in a way other than specified on the manufacturer's label, or that lacks a label. Parents must fill out a Medical Treatment Authorization Form and sign it for each medication that is to be dispensed. All unused medication will be returned to parents or disposed of.

The Seattle-King County Department of Public Health recommends purchasing a 45 SPF sunblock and applying it to your child before they arrive at Camp. Please include the sunblock, clearly labeled with the child's name, in their pack. Each child should have her/his own. We will remind them to apply it during their day with us. **If you want us (EarthKeepers Day camp staff) to apply sunblock to your child, please check the appropriate box on the Participant Information and Authorization Form. We prefer that your child applies his/her own.**

Illness

These guidelines are consistent with the Seattle-King County Department of Public Health's Child Day Care Health Handbook. We ask that you adhere to them*.

Please keep at home a child with any of the following symptoms:

- Diarrhea, more than one loose stool per day
- Vomiting, twice or more in the past 24 hours
- Rash, any not associated with heat or allergic reaction to medicine
- Drainage from the eye, redness of eyelid lining, swelling and discharge of pus
- Appearance/behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused, irritable
- Sore throat, especially with fever and/or swollen glands
- Head lice, nits or scabies

*Parents must have access to a childcare alternative. Children not well enough to participate in **ALL** activities must not come to Camp.

Illness at Camp

If a child displays any of the symptoms of illness included in, but not limited to, those listed above, the child will be isolated and kept comfortable while a parent is notified. If removal from Camp is necessary, the parent will be asked to come for the child promptly. Please come quickly to pick up your Camper. They are not feeling well and need you. If the parent cannot be reached, emergency contacts will be called. If no party can be reached, and symptoms persist, the child's physician will be notified and his/her directions followed.

Contagious Disease

Parents are to inform the Day Camp Director immediately when their child contracts a contagious disease including, but not limited to: chicken pox, conjunctivitis, mumps, measles, viral infections, lice—or if they are believed to have been exposed to one. Our Center will then alert other parents in writing. Children being treated with antibiotics for a contagious disease may not return to Camp until she/he has been using the medication for a 48- hour period and/or until the danger of infection of others has passed. Incidents of contagious disease will be reported to the King County Health Department at: 587-2774.

Emergency Procedures

In case of a serious illness or injury the following procedures will be used:

Administer immediate first aid/CPR

- Contact 911
- Contact parent/emergency contact
- Transport to nearest hospital if necessary
- File Accident Medical Report with the Camp Director who files it with the City Coordinator/Division Manager

Seattle Parks and Recreation Department Mission Statement

"Creating community through people, parks and programs."

Thank you for choosing EarthKeepers Summer Day Camp!





Earthkeepers Day Camp 2012 Enrollment Agreement

1) I agree to be safe at all times by taking the safety advice of my Teacher.

For instance, I will:

- Stay with my Environmental Educator/Teacher and my group
- Stay out of the water
- Take an adult and buddy to the bathroom
- Wear my sunblock
- Eat lunch and drink water

Don't worry, we will remind you of these things, and we want you to agree that you will do them! We may ask you to do other things too, like put on your coat. It is important for you to follow our advice, directions and rules!

2) I agree to practice respect by being respectful of others, myself and the Park.

We will talk about respect at Morning Circle but basically we ask that you respect any rules you are given and do your best to be considerate of everyone, including yourself, and the Park.

3) I'm ready for Camp!

I am not older than 12 and not younger than 6 years old on the first day of camp. That is the range of ages this camp is designed for so you will enjoy camp the most. Willingness is really the only other thing you need to bring to Camp! You will have the most fun if you are curious and think positively!

I have read the kid and parent parts of the Camper & Parent Handbook and I am ready!

Child Print or sign your name here

My Camper and I have read and discussed the kid and parent parts of the Camper & Parent Handbook and believe he/she is ready! I understand what my Camper needs, and will provide the items mentioned.

Adult Parent/Guardian Print AND sign your name here

- I understand that I am enrolling my child into the Carkeek Park's EarthKeepers Summer Day Camp.
- I understand that tuition is due weekly and agree to pay by the due dates on the accompanying payment schedule (page 6 of handbook). I understand my obligation to make full payments *on time* according to the payment schedule.
- I understand deposits are non-refundable and non-transferable. I understand that in order to receive a refund, less the deposit, notice is required **two** full weeks in advance.
- I agree to adhere to the stated policies and procedures of the Carkeek Park EarthKeepers Summer Day Camp program *as stated in the Camper and Parent Handbook*.

Adult's Signature: _____ Print Name: _____

Relationship to Child: _____ Date: _____