

**Carkeek Park EarthKeepers
Summer Day Camp
Camper and Parent Handbook!**



2009

**Carkeek Park Environmental Learning Center
950 NW Carkeek Park Road
Seattle, WA 98177
206-684-0877**



Welcome EarthKeepers!



Please read this handbook with your parent or guardian, and there is an agreement for campers to sign on the last page.

What is an, "EarthKeeper"?

An "EarthKeeper" is someone who goes to Carkeek Park's EarthKeepers Summer Day Camp, who is a citizen of the Earth, who understands, or is seeking to learn, about how people are connected to plants, animals, land, water and the web of life.

What is Carkeek Park's EarthKeepers Summer Day Camp?

EarthKeepers is a special summer day camp for exploring, learning, developing respect for and interconnectedness with the natural world. We offer activities to foster friendship, learning, creativity and leadership. There is also emphasis on community building, respect for oneself, others and for the environment of which we are *all* a part.

What will we be doing at Camp?

On any given day at Camp you may find yourself looking for bugs, discovering a favorite local plant or animal, playing a learning game, creating art, making crafts, singing camp songs, or trying out the literary arts. We have interesting presenters scheduled and there will be time to play on the playground or field.

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

Week 1	June 22-26	Tidepool - Window to Puget Sound
Week 2	June 29-July 2	Survivor Island (no camp Friday-July 4 holiday)
Week 3	July 6-10	Watershed Wilderness in the City
Week 4	July 13-17	Carkeek's Incredible Time Machine
Week 5	July 20-24	Wet & Squiggly Tidepools
Week 6	July 27-31	Buggin' Out
Week 7	August 3-7	Furs, Tails, Tracks & Tails
Week 8	August 10-14	Survivor Island

Who are the teachers or counselors?

At Camp we call the teachers, or counselors, Naturalists. Our Naturalists have backgrounds in the natural sciences/environmental education and experience working with children of grade school age. They provide quality (good!) programming encouraging growth, exploration, enhanced knowledge of the natural world and increased personal responsibility.

Naturalists are assisted by *Youth Naturalists*, teenagers who are trained helpers and are excited about working with us at Camp. They are great!



What happens during a typical camp day?

Here is how it goes:

8am-9am	BEFORE CARE—for campers who need an early start. <u>ONLY OFFERED DURING WEEKS WHERE 5 CAMPERS OR MORE NEED TO ARRIVE EARLY!</u> Not provided on a regular basis. The fee is \$10.00/1 hr of care.
9am	Campers arrive! Meet, greet and be happy! <u>Parents: Please make sure you sign your child in on the clipboard with STAFF</u> Thank you! Morning Circle is called! Time for a warm-up activity
9:30am	Monday morning we: <ul style="list-style-type: none">• Make nametags• Divide into groups by age and pick a group name Other days we split into groups and start our ACTIVITIES for the day!
10:30am	SNACK TIME! (Provided)
11:00am	Activity or Project
12 o'clock	Time flies! We eat LUNCH at the picnic tables where you were dropped off. Time to see friends or siblings from other groups.
12:30pm	PLAY TIME! Playground or field
1pm	Afternoon circle! We check in and see how everyone's doing and maybe hear a story!
1:30 pm	We go on an EXPLORATION in our groups or do an activity all together, like an art project.
2:30 pm	SNACK TIME! PLEASE PROVIDE YOUR CHILD WITH AN AFTERNOON SNACK!
2:45pm	We continue with fun afternoon exploration or activities.
4:00pm*	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 PM. <u>Parents: Please make sure you sign your child out on the clipboard with STAFF!</u>
4pm-5pm	AFTER CARE— <u>ONLY OFFERED DURING WEEKS WHERE 5 CAMPERS OR MORE NEED TO STAY.</u> Not provided on a regular basis. The fee is \$10.00/1 hr of care.

Can I be with my friends/brother/sister?

Groups are divided by age with each Naturalist leading a group of about 10 campers. Parent(s) or guardian(s) will be consulted if we have to split an age group. Please know we will do our very best in considering the needs of each child and all our campers.

What kinds of things will I need at camp?

- ❑ **Shoes that cover your whole foot!** Comfortable sneakers or boots that fit well for hiking and to protect your feet. **NO SANDALS, FLIP FLOPS OR ANYTHING THAT EXPOSES YOUR FEET!** Even the new "Keen" shoes have too many gaps in them for us. 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 afternoon 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.
- ❑ **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 later in the day.

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, 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 of a 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.

How do I contact Campers during the day?

For communications to campers and staff, parents may call the park office (206) 684-0877. The Director and Naturalist(s) will be contacted by radio as soon as possible.

Agreements

We have included agreements for you to read with your parent(s) or guardian(s). Please sign and return them to show you are ready for Camp. The agreements are on the last page.

The Parent Part

Registration and Financial Info

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

- Participant Information and Authorization Form (Form E-13 on our website)
- 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 (206) 684-0877 to ask which forms to download and send in from our website.
- **If your child is registered for more than one week please be sure to submit payment on Monday one week prior to the week of care.**

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

Finances

Camp Cost

The cost for one week of Day Camp for Summer 2009 is \$200, except week #2 is \$165. For each additional week, a deposit of \$30 per child per week is required to reserve their space. THE DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE (meaning, you may not use it for a friend's child or to switch to a different week, for example.) **The remaining balance for that week would be due the Monday before the week of care.**

Before and After Care

Before camp care (8:00 am-9:00 am) is to help families that need an earlier start time - fee is \$10.00/1 hr of care. After camp care is for families that need an extended day (4:00 pm-5:00 pm) - fee is \$10.00/1 hr of care. If families need before and after care, the fee is \$10/1 hr multiplied by the number of hours of care **when registered in advance.** Childcare

fees are expected to be paid with camp registration fees. **Before and after care will only be offered when 5 or more campers need to arrive early or stay late and must be pre-registered for prior to the start date of camp.** Drop-ins who have not pre-registered will be accepted based on staff availability. Parents who have pre-registered for care will be notified before the start date of their child's camp if the 5 camper minimum for care has not been met and other arrangements need to be made.

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 by mail one week prior to the start of your child's camp. It allows the first Monday of each camp to focus on your child. Please pay by **credit card OR check only, made out to: City of Seattle.**

Week #	Dates	Week Name	Payment/Paperwork Due Date*
Week 1	June 22-26	Tidepool-Window to Puget Sound	June 15
Week 2	June 29-July 2	Survivor Island	June 22
Week 3	July 6-10	Watershed Wilderness in the City	June 29
Week 4	July 13-17	Carkeek's Incredible Time Machine	July 6
Week 5	July 20-24	Wet & Squiggly Tidepools	July 13
Week 6	July 27-31	Buggin' Out	July 20
Week 7	August 3-7	Furs, Tails, Tracks & Trails	July 27
Week 8	August 10-14	Survivor Island	August 3

***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 \$30 deposit will not be refunded.**

Our mailing address and Federal Tax ID #:

Carkeek Park Environmental Learning Center #94-3208854
 950 NW Carkeek Park Road
 Seattle, WA 98177
 206-684-0877
 Fax: 206-364-4685

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, no refunds on deposits. Refunds may be requested for the remainder of a week's fee (\$200-\$30 deposit=\$170) if a written request is given **two weeks in advance**. Please refer to the schedule above. 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 campers to camp no later than 9am. **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. 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 at the bottom of the park.

After Hours Pick-up

Day Camp operates from 9am-4pm. Children may not be dropped off before 9am or left past 4pm, with the exception of children for whom you have purchased Before or After Care. **After 4pm, a late charge of \$1 a minute will be applied. Unless you've signed up for the after care program your child/children must be picked up by 4pm. The same \$1.00 a minute policy applies if you're late picking up your child after 5pm. 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) 684-0877 to leave a voice mail and Staff will retrieve it by approximately 9:30am. As a reminder, we do not refund or credit fees (without two week's notice) for illness, absences or vacations and the deposit portion (\$30) is non-refundable.

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.

1. Reasoning—Communication between the child and Staff where problems and 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 and possible suspension from program with second Parent/Child/Director conference
5. Removal from the program with third Parent/Child/Director conference

Physical discipline, such as spanking, is not allowed.

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. Camp provides a morning snack to its participants at around 10:30am. Lunch is eaten at the picnic tables at noon. **It is the parent's responsibility to provide a nutritious lunch and an afternoon snack.** 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 sunblock applied to your child by us please check the appropriate box on the Participant Information and Authorization Form. We prefer your child apply 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 2009 Enrollment Agreement

1) **I agree to be safe at all times by taking the safety advice of my Naturalist.** For instance, I will:

- Stay with my Naturalist and my group
- Stay out of the water
- Take a buddy to the bathroom
- Wear my sunblock
- Eat lunch and drink water

Don't worry, we 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 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!**

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 part 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 part 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 one full week 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 Handbook*.

Adult's Signature _____ Print Name: _____
Relationship to Child: _____ Date _____

