



Kalamazoo
Nature Center
CAMP

Guardian Handbook 2023



Be CAMP!

Creative ⑩ Active ⑩ Model ⑩ Positive

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IMPORTANT CONTACTS

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1) General Information

a) Age Groups

We are not able to move campers to age groups/grades higher than what they are. There are times where we may make exceptions with moving campers into lower age groups. Ex: 4 and 5 year olds are not able to be put in the Explorers group.

Junior Naturalists (Jr Nats): 4-6 year olds; *PreK-Kindergarten

Explorers (EXP): 1st through 3rd grade

Wild Child (WC): 4th and 5th grade

Adventure Skills (ADV): 6th through 8th grade

Counselor In Training (CIT): 9th through 12th grade

b) Hours of Operation

Monday through Friday 9am-3pm. Varies by groups, see below.

Junior Naturalists (Jr Nats AM) AM: Monday through Friday from 9am to 12pm

Junior Naturalists (Jr Nats PM) PM: Monday through Friday from 12pm to 3 pm

Neurodiversity (ND): Monday through Friday from 10pm to 1pm

Explorers (EXP): Monday through Friday from 9am to 3 pm

Wild Child Day Camp (odd sessions)(WC): Monday through Friday from 9am to 3 pm

Wild Child Campouts (even sessions) (WCC): Monday through Wednesday 9am to 3pm and overnight from 9am Thursday to 12pm Friday.

Young Farmers (YF): Monday through Friday from 9am to 3pm

Adventure Skills (ADV): Monday through Wednesday 9am to 3pm and overnight from 9am Thursday to 12pm Friday.

Adventure Treks (ADV T): Monday at 9am through Thursday overnight and Friday 12pm.

c) Transportation

Save fuel, ride the bus! Pick the schedule that works best for you and sign-up during registration. \$15 each way per session. We offer convenient stops throughout Kalamazoo and Portage to and from camp Monday through Friday. See the bus information below.

- Buses only run to and from KNC from the scheduled stops and at the scheduled times (see below). Please arrive at least 5 minutes early to your stop.
- If you would like your child to walk home from camp or a bus stop, enter “W” in

the appropriate space (bus code) on the registration form.

- Buses will not leave campers unsupervised at bus stops, unless you have indicated on the registration form that they will walk home. If no one is at the stop to meet non-walkers, campers will be returned to the KNC Camp Barn, where an authorized person will need to pick them up.

2023 Bus Schedule (Monday through Friday)

Please arrive at least 5 minutes early to your stop. MORNING BUSES WILL LEAVE THE STOP AT THE TIMES on our website. Afternoon buses arrive at the times below, will wait minutes, then depart.

d) **Meals**

Full Day: Must bring their own lunch and snacks.

Half Day: Snack provided. May bring their own snack if you choose.

*Neurodiversity campers may want to bring lunch is snack will not be enough.

Overnights: Bring Lunch and Snacks for Monday through Thursday! Dinner Thursday, breakfast, and snack Friday will be provided.

Treks: Bring Lunch for Monday. All other meals will be provided through mid-morning snack Friday.

2) **Camp Processes Related to COVID-19 Prevention**

Camp will implement several methods of prevention at camp to aid in limiting chances for exposure while at camp. We know that campers may need extra reminders and grace during this time. For this, reason several methods will be used, not just one. It is important to note that due to the nature of COVID-19 even with all these practices in place camp cannot eliminate all risk of exposure. These methods include but are not limited to health screenings, mask wearing, physical distancing, hand washing, and cohort use (small groups).

a) **Health Screenings**

Prescreening: Campers (with the assistance of parents/guardians) should self-monitor for 14 days and conduct pre-screening activities before camp to screen for COVID-19 or other illness.

These include:

- Taking and recording their own temperature for 14 days before camp.
- Self-screening for the presence of symptoms within the past two weeks.

[Symptoms Screening List](#)

Symptoms Include:

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat Cough (for campers with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for children with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever
- Campers should also stay home if they: Are in quarantine due to exposure to an individual with a confirmed case of COVID-19 or Have other signs of illness described in a camp’s health services policy.
- Other symptoms not necessarily related to COVID- sore or discharging eye or ear, profuse nasal discharge, contagious disease, strep throat, and etc.
- Determining if, within the past two weeks, the individual has traveled nationally or internationally.
- Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of Covid-19.
- If a family is concerned that their child may have COVID-19, they should contact their healthcare provider or follow up with a local clinic/urgent care. Families can also find a testing site using the [Testing Site Look Up Tool](#) or call the COVID-19 hotline at 888-535-6136 for help finding a site near you.

Reporting Illness

Parents/guardians should contact the Camp Director directly to report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19, or a person with a pending test, including the child, staff, roommate, or family member if they or their children experience possible symptoms or have a positive test. If a camper is flagged during the day the family will be asked to keep their child(ren) home and staff will be asked to stay home.

The individual *must* remain at home until:

- 1) They are symptom free for 72 hours (3 full days) without the use of fever reducing or other symptom-altering medicine (e.g., cough suppressants). **AND**
- 2) Other symptoms have improved **AND**
- 3) At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19.
- 4) They should also follow CDC guidance: [What to do if you are sick](#).

*Families must quarantine during this time and monitor temperatures daily and assess for symptoms daily.

Campers with Preexisting Medical Conditions:

Campers with any of the following pre-existing conditions will be required to receive clearance from their primary care physician before participating in KNC camp.

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised (ie cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or aids, prolonged use of corticosteroids and other immune weakening conditions)
- People with severe obesity (BMI 40+)
- People with diabetes
- People with chronic kidney disease undergoing dialysis

Daily Camper Screening: As campers and/or families arrive for drop off/pick up staff and families should observe social distancing. Campers will undergo a health screening each day that includes a temperature check before they are able to be signed in by a designated staff member. Parents/ legal guardians/families must stay in their vehicles at all times. **Masks must still be worn during health screening by parents/guardians and children.** Disposable masks will be given to campers who do not have a mask or appropriate mask.

Screenings will include but are not limited to the following:

- Temperature checks. We will have multiple thermometers available for screening. Thermometers will be cleaned and disinfected between uses. **If you don't wish for your child's*

temperature to be checked they will not be permitted to enter camp.

- **Parent/guardian questions**

- Have you, your child, or anyone in your household been in close contact with a person who has COVID-19, or a pending test?
- Has your child or anyone in your household felt unwell in the last 3 days? (Fever or chills, new uncontrolled cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)

- If a parent/guardian answers yes to any of the above questions their child(ren) will not be admitted for the session.

- **Camper questions**

- Have you felt unwell in the last 3 days? (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
- Are you feeling well today?

- **Visual check**

- Check the camper for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Check the camper for signs of illness that may be unrelated to COVID-19 including sore or discharging eye or ear, profuse nasal discharge, contagious disease, strep throat.

- If a camper has any symptoms or has been in contact with a person who has COVID-19, they will be denied admission to camp and sent home. All other children from the car/household will also be denied admission to camp (even if they have no symptoms).

Denial of Admission: If it is found that a camper has had recent symptoms or a temperature of 100.4 or more they won't be permitted to attend camp. It is at KNC's discretion to not admit a camper to attend camp for others reasons as well.

The camper must remain at home until:

- They are symptom free for 72 hours (3 full days) without the use of fever reducing or other symptom-altering medicine (e.g., cough suppressants). AND
- Other symptoms have improved AND
- At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19.

*NOTE: Families may be asked to self-quarantine for 14 days before attending camp. Families should also follow CDC guidance: [What to do if you are sick](#)

**These policies apply even if the family feels sure the illness may not be due to COVID.*

*NOTE: If a parent/guardian test positive for COVID, the children (close contacts) in the home must be quarantined at home for 14 days from the date of last exposure to the COVID case. This means the parent/guardian's quarantine plus 14 after for a total of 24 days. Even if there are no symptoms. This may also be true if someone other than a parent/guardian test positive when that person can't be isolated and quarantine away from the other household members.

*NOTE: KNC camp reserves the right not to admit anyone to camp especially as is it relates to communicable disease risk to others.

*NOTE: Please stick to cloth masks or disposable surgical masks. The poly/cotton blend shows the best results for blockage on that same study outside of the surgical and N95 masks. Plain cotton was similar but not quite as good. Also, please note that bandanas fall under these same guidelines. Campers will be given a disposable mask if they do not have a cloth mask from home.

Ongoing Screening: Ongoing screening will be conducted by camps on an as-determined basis but not less than daily. The screening daily will be similar to the initial day one screening. **Parents/guardians must be able to pick their child(ren) up within 30 minutes of being notified of their camper being ill.**

- After staff and campers arrive and are cleared to attend camp, staff will continue to monitor symptoms throughout the day and monitor temperatures when campers or staff appear ill or “not themselves”. If a camper or staff shows symptoms, they should report to the designated area to meet with the Support Staff and that staff will conduct a screening.
- A re-check during the day will be required if an individual appears sick or displays symptoms for COVID-19.
- Campers or staff who appear sick or become sick at camp should keep on their mask (if tolerated by the camper and developmentally appropriate) as soon as possible if it is not already on and limit their interaction with others.
- If a staff member becomes ill during the day, they will be sent home. If an individual is the only available caregiver, they should have on their mask (if not already on) and limit their interactions with campers until they can be relieved by another staff member.
- In the event that the Support Staff is not available because they are helping with the group in the staff members place the VP of Learning and Engagement will be called to conduct the screening for the staff in question. Or the staff may be asked just to go home immediately, whichever is appropriate for the time and reported symptoms.
- If a camper or staff is suspected to have COVID-19 based on their screening there will be a face mask or cloth face covering put on if they do not already have one on. They will be sent home immediately or placed in isolation not less than six feet until they are able to be picked up. Campers should never be placed alone.
 - The Support Staff or other staff working with the individual will wear a face mask, a face mask or eye protection, disposable gloves, and a disposable gown (if warranted) while working with individuals who have a suspected case of COVID-19.
- The Camp Director or another designated staff who will notify the parent/legal guardian that they need to pick up their

child(ren), and appropriate healthcare providers in accordance with guidance from local health officials.

- Camp staff will clean and disinfect surfaces that the individual touched as needed.

*NOTE: Parents/guardians and staff should continue to monitor their households and contact the Camp Director directly to report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19, including the child, staff, roommate, or family member if they or their children experience possible symptoms or have a positive test.

b) **Response Management of Case(s) and Probable Case(s)**

If a camper or staff member is identified as having a potential or confirmed case of COVID-19, the individual will be isolated in a designated location at camp (pavilion near the Camp Barn). Other locations may be chosen if necessary to limit exposure. Camp administration will also consider the following:

- Sending someone home:

If someone becomes symptomatic at camp, they will be sent home immediately.

- If a camper or staff member warrants further clinical evaluation, camp or the campers parent/legal guardian will make arrangements to do so, either in-person or via telehealth.
- If a camper or staff member does not require immediate clinical evaluation, but still calls for the individual to return home, staff will isolate the individual until appropriate return to home transportation can be arranged. They should also follow CDC guidance: [What to do if you are sick](#).
- If a camper or staff requires transportation from camp staff then an administration staff will transport the camper with another staff member in a KNC camp vehicle. No staff will be alone with a camper. All individuals will wear a facemask. The windows may be opened to increase air circulation if tolerable.

- If an ambulance is being called to transport them to a hospital, they should be notified in advance that the person might have COVID-19.
- Reporting to the Health Department:

If someone becomes symptomatic at camp, camp administration will call the local health department to report exposure and determine whether close contacts need to leave camp.

 - Contact the local health department to notify them about the camper or staff with COVID-19 symptoms and determine if their close contacts should be sent home as well. They will provide guidance regarding how to determine who should be considered a close contact. They will likely require that camp isolate close contacts and send them home as soon as possible.
 - It is crucial to carry out “contact tracing” immediately to determine the potential or confirmed case’s contacts with the other campers and staff members over the previous two or more days. The CDC defines close contact as interactions within 6 feet for more than 15 minutes. Trained staff (public health staff, community health workers, trained volunteers) in conjunction with the local health development will carry out contact tracing.
 - The Camp Director may utilize general principles of contact tracing to begin closely monitoring other potentially exposed individuals (following the guidance of the local health department). Campers and staff in the individuals group should have enhanced surveillance for symptoms.
 - This year’s cohort groups mitigates and minimizes the group’s exposure to other groups because they will be kept separate throughout the camp day. The local health department will also advise KNC camp on when these close contacts can return. They will likely require the sick individual to have a negative COVID-19 test before close contacts (staff and campers) can return to camp or, if a test is positive (or not available), that staff and campers self-quarantine for 14 days.
 - Staff and campers may be asked to finish their quarantine even if they test negative during that time.

- Reporting outside exposures:
KNC will report exposures that occur outside of camp.
 - If a camper, staff member, family member, or visitor to camp becomes ill, administration will contact the local health department for next steps. Staff and families are also required to notify camp if they become symptomatic, receive positive COVID-19 test results, or have been in close contact with someone who tests positive.
 - KNC Camp will immediately/as soon as possible inform parents/guardians about any potential contact their child(ren) may have had with suspected (someone in a campers household tests positive) or confirmed (a camper test positive) cases with guidance from the health department.
 - KNC will immediately/as soon as possible inform parents/legal guardians if their child(ren) are experiencing any symptoms.
 - When notifying parents/guardians that COVID-19 is present in the camp, staff will respect the privacy of the individuals in our care by not sharing health information or a specific person.

- Closing Camp:

The determination whether to close camp will be based on guidance from the local health department. If an individual in a shared area is identified with a positive test for COVID-19, the shared area will be closed until cleaned and disinfected, and everyone that came into close contact with the individual that tested positive will be asked to self-quarantine for at least 14 days.

- With the area closed, camp will wait 24 hours or as long as possible before cleaning.
- KNC will contact the local health department for guidance and best practices and to determine if the entire camp must close.
- The local health department may ask camp to participate in contact tracing to limit the spread of the virus.

c) **When Camp Will Seek Emergency Medical Attention Related to COVID-19**

When emergency warning signs for COVID-19 are present. If someone is showing any of these signs, camp will seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*NOTE: This list is not all possible symptoms. Please call a medical provider for any other symptoms that are severe or concerning. Call 911 or call ahead to the local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

d) **More on Returning to Camp**

Most campers and staff members can return to camp based on improved symptoms and the passage of time. Local health departments may recommend that some individuals (for example, immunocompromised individuals) receive two negative tests in a row, 24 hours apart.

If campers or staff are sent home because of possible exposure to a symptomatic individual at camp, the local health department will help guide KNC Camp's decisions about when these individuals can return to camp.

Generally, individuals who are advised to self-quarantine at home while awaiting results of testing of the sick person they have had contact with will be permitted to return once that person tests negative for COVID-19. However, this may vary depending on how severely ill the person tested is and whether the clinicians evaluating them believe additional testing is warranted before COVID-19 is able to be adequately ruled out. If the sick individual tests positive for COVID-19 or test is not performed, campers or staff who have been advised to self-quarantine will likely be required to remain home for the full 14-days quarantine period. Parents/guardians are encouraged to have back-up childcare plans if the camper or a family member becomes ill or is required to self-quarantine due to possible COVID-19 exposure. If someone was in contact with someone who tested positive for COVID-19, they will be asked to quarantine 14 days after they had contact with the person who tested positive.

If No Testing Was Done: If a camper visits a healthcare provider and another cause is identified for the symptoms, the individual may return to camp once symptoms improve and they have been fever free for at least 72 hours without the use of medicine that reduces fevers. Returning to camp is at the camp's discretion. **CAMP MAY REQUIRE A DOCTOR'S NOTE.**

If a test is not done and another cause for symptoms is not identified, the individual should stay home until: Camper has been fever-free for at least 72 hours without the use of medicine that reduces fevers **AND** Other symptoms have improved **AND** at least 10 days have passed since symptoms first appeared.

If a camper tests negative: If a camper was not exposed to COVID-19, a camper may return to camp based on a camp's health services policy. If a camper was exposed to COVID-19 within the past 14 days, current MDHHS guidelines recommend they quarantine for 14 days, even with a negative test result and follow all instruction from the local health department. **If symptoms appear**, the camper should be immediately isolated and contact the local health department or a health care provider.

*If a parent/guardian test positive for COVID, the children (close contacts) (especially young children) in the home must be quarantined at home for 14 days from the date of last exposure to the COVID case. This means the parent/guardian's quarantine plus 14 after for a total of 24 days. Even if there are no symptoms.

e) **Hand Hygiene**

Campers and staff will be taught the correct way to wash hands and use of hand sanitizer.

- When to Wash or Disinfect Hands- Campers and Staff
 - Upon arrival and before dismissal
 - Before and after eating
 - Although camp will not be providing food this summer campers may bring a snack with them if needed. In this case, campers will need to wash their hands.
 - Upon entering any camp building
 - After being in contact with someone who may have been sick

- After touching frequently touched surfaces (railing, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, fishing poles, nets, craft supplies, etc.
- After coughing, sneezing, or blowing your nose
- Before and after handling an animal
- After playing in a body of water (pond dipping)
- After removing and disposing gloves

f) **Wearing Personal Protection Equipment (PPE)**

Campers and staff will be taught the correct way to use and wear PPE when it is required.

- Masks

Campers and staff are no longer required to wear masks expected for when they have been exposed or finished their five day quarantine. Camp staff understand that it may be difficult for campers to remember to keep their mask on. Staff will do their best to help campers to do so when it is necessary.

- Campers are expected to wear masks:
 - Upon arrival to camp.
 - When using the bathroom, porta potty, or inside any building/enclosed space.
 - When physical distance between themselves and others cannot be maintained.
 - When they are indoor spaces
- Staff members are expected to wear masks whenever they are:
 - indoors
 - Interacting with others
 - Interacting with families at drop off and pick up.
 - during procedures that are likely to generate droplets or splashes of blood or other body fluids

- Gloves

Staff will be expected to wear gloves during specific tasks at camp and will be taught the correct procedures.

g) **Cleaning and Sanitizing**

Camp staff will clean and sanitize frequently touched surfaces, items, and shared

equipment. This will occur between the use of spaces, and items throughout the day and daily.

Your camper may also be asked to clean the area or equipment they have used.

h) **Physical Distancing**

Physical distancing is also known as “social distancing.” Physical distancing can allow individuals to safely interact with others. Physical distancing is not a substitute for using cohorts, a method of isolating groups that can be integrated over time if conditions are met. Physical distancing will be used in conjunction with cohorts (groups of 8). Camp staff will work with their groups to practice physical distancing with each other. We know that campers may have a hard time physically distancing. For this reason camp, the method above will be practiced as well.

- KNC is applying social distancing with groups by:
 - Using cohorts
 - Camper groups will not mix or do any activities together.
 - Individual groups will practice hand hygiene, mask wearing, and physical distancing within itself.
 - Keeping camp groups separate.
 - There will be little to no opportunity for groups to mix.
 - This limits the number of potential contacts for each camper and staff
 - In the event of an outbreak, we would likely be able to promptly identify contacted individuals and be able to monitor them or send them.
 - Physical distancing should be observed between all campers and staff including within their group particularly if face covering is not being worn. Campers and staff must wear their masks when 6 ft. cannot be maintained. Also, whenever inside buildings including the bathroom or porta potty.
 - Staff will social distance at staff meetings and they may be staggered if needed.
 - **Parents will stay in their cars at pick up and drop off times.**
 - **Parents/guardians will physically distance themselves whenever possible.**

- “Floating” staff (Camp Director, Assistant Camp Director, Support Staff) will social distance when interacting with each group unless it can’t be maintained. If not, then a mask will be worn.

i) Camper and Staff Meals

- Staff or campers should not “attend” meals if they are sick. The sick individual should eat their meal away from the group; at least 6 feet. No child should be placed alone or withhold food as a punishment.
- Staff and campers must wash their hands one at a time before and after eating.
- Meals and snacks should be eaten outdoors as much as possible while physically distancing between group members.
- When done indoors campers and staff must sit at least six feet apart. It may be necessary to stagger meal times within a group to ensure there is proper spacing between each person eating.
- Staff and campers should try to sit with or near the same individuals each meal and/or in the same seat if possible. Signed seating may be appropriate.
- Individuals should use utensils rather than hands to eat as much as possible.

3) Before Camp Participation

a) Registration

All campers must be registered (enrolled in the session and payment received) before being able to participate in camp. Scholarships are available (see section below).

All campers must have an up to date [medical form](#) and Covid waiver submitted. Your child(ren) medical form will be checked for updates on the first day of camp during sign in.

b) Forms

- Medical Form - Required for participation
- Immunization Records OR Unimmunized Child Waiver - Required for participation
- Covid Waiver- Required before participation
- Self-Checkout Waiver - Campers who are permitted by a parent or guardian to walk home. (as needed)

- [Permission to Administer Medicine](#) - Campers who need to take any medication at camp including epi pen or inhaler (as needed).

c) **Scholarships**

It is important to eliminate barriers for campers to be able to participate in camp. If one of your family's barriers is financial, please consider applying for a scholarship. If awarded it applies to one session for each season; summer camp, spring break camp, and winter camp. Our scholarship application is a 2-step process:

Please enroll your child(ren) for the camp session of your choice

Following your registration/enrollment for your session, please fill out and submit the scholarship application.

- [Online application](#)
 - Submitting automatically emails it with the attachments provided to the registrar.

- [Paper application](#)

Return with your application the summary sheet from your most current tax return, or proof of any of the following free/reduced lunch, SNAP benefits, or WIC.

- Return by mail:
 - Registrar | Kalamazoo Nature Center
 - 7000 N. Westnedge Ave.
 - Kalamazoo, MI 49009
- Email: register@naturecenter.org
- Fax: 269-381-2557

The last step is ours. We will match the names on the scholarship application to the names in the registration system. We will review and award scholarships based on need. We will contact you to let you know if your award amount and confirm your spot in your chosen session.

→ Please see award qualifications on our website on the scholarship page (at the bottom right hand side).

d) **Refund and Cancellation Policy**

Camp Cancellation/Refund Policy

We are grateful for all families and children getting outdoors, learning and exploring nature with KNC Camp. We understand life can hold unexpected changes. In hopes of offering quality programs with sustainable support, the following policy will guide KNC's Camp refund practices.

Please notify us as soon as possible if you decide to cancel your camper's enrollment in any session, so we can open the spot to waiting campers. Please send in writing (email or mail) your name, the camper's name and the session you are cancelling.

Registrant Cancellations

Registrants who cancel more than 30 days before their camp session start date will receive a full refund, minus a \$50 processing fee.

Registrants who cancel 14 to 29 days before their camp session start date will receive a 50% refund, minus a \$50 processing fee.

Registrants who cancel within two weeks of their session start date will be evaluated on a case-by-case basis.

Cancellations due to camper illness, injury or other emergency, provided the camper is unable to attend an alternate session, will require a physician's written verification before a refund, minus a \$50 processing fee, will be issued.

Cancellations due to personal reasons will not be refunded.

Session fees will not be refunded if a camper is sent home due to behavioral or health issues.

Switching Sessions

Prior to session registration closing, there is no fee for switching to another available camp session of the same price.

If the new session price is higher, the registrant will pay the difference. If the new session price is lower, the difference will be refunded.

Requests to switch sessions after registration has closed will be evaluated on a case-by-case basis and are subject to session availability.

KNC Camp Cancellations

If KNC cancels one or more camp sessions due to Covid-19 or other circumstances beyond our control, provided the camper is unable to attend an alternate session, all fees will be refunded (or prorated if a camp session was in process).

In the event of inclement weather, KNC will provide prorated credits only if there are 2 or more camp days cancelled due to weather. Cancellations made after 12:30pm will not count towards the 2-day minimum. No credits will be otherwise provided due to weather cancellations.

All refunds will be issued in the same manner as payment. If the payment was

made in cash, then a check will be issued.

We are so grateful for our camp families. Thank you for your trust and support!

4) Preparing for Camp

a) What To Bring Daily

Please label all of your camper's items with their full name. Please dress your child(ren) appropriately for the weather, as we will be enjoying the summer outdoors. Camp fun can be dirty and wet. Please send your child(ren) with clothes/shoes/bags that can get dirty/wet.

Junior Naturalists, Neurodiversity

- 1 reusable water bottle (1 liter preferred)
- Face mask (a disposable one will be given to campers who don't have one)
- Backpack (bags with wheels do not work on our trails)
- Extra clothes
- Rain Gear
- Hat
- Bathing suit and towel
- Sunscreen and bug spray
- Closed toe, comfortable (walking) shoes

Explorers, Wild Child (Full Day)

- 1 reusable water bottle (1 liter preferred)
- Face mask (a disposable one will be given to campers who don't have one)
- Backpack (bags with wheels do not work on our trails)
- Extra clothes
- Rain Gear
- Hat
- Bathing suit and towel
- Sunscreen and bug spray
- Closed toe, comfortable (walking) shoes
- Lunch

- Snack

Young Farmers (Full Day)

- 1 reusable water bottle (1 liter preferred)
- Face mask (a disposable one will be given to campers who don't have one)
- Backpack (bags with wheels do not work on our trails)
- Extra clothes
- Mud Boots (if you have them)
- Work Gloves (if you have them)
- Rain gear
- Hat
- Sunscreen and bug spray
- Closed toe, comfortable (walking) shoes
- Lunch
- Snack

Adventure Skills and Wild Child Campout (Full Day plus overnight)

- 1 reusable water bottles (1 liter preferred)
- Face mask (a disposable one will be given to campers who don't have one)
- Lunch (no lunch needed for Friday)
- Snack
- Hat
- Rain Gear
- Bug spray and sunscreen
- Bathing suit and Towel
- Closed toe, comfortable (walking) shoes

The below items are only needed for the Thursday campout

- Flashlight
- Sweatshirt and Sweatpants
- Sleeping attire and a change of clothes
- Hairbrush/ comb, toothbrush and toothpaste
- Sleeping bags, pillow, blankets, mats
- Extra Snacks (Thursday dinner, Friday breakfast and Friday snack provided)

Adventure Trek Campers

- Backpack: simple
- Sleeping pad: light-weight foam rubber mat
- Sleeping bag: compression sack, minimum 40 degrees F temperature rating
- Pillow: optional, small, if any

Clothing: Outer Shell

- Rain gear: waterproof and wind proof, top and bottom also used as wind breaker (no ponchos) (optional)

Insulating Layer

- Warmer top: (1) (expedition weight) or 100 weight fleece--no cotton
- Wicking Layer (pulls moisture away from skin, making you feel dryer and warmer) Fabrics like polypropylene, light weight wool, and capilene are made to wick moisture quite well.
- Long underwear bottoms (1) (mid weight)
- Long underwear top (1) (mid weight)

Footwear

- Socks: (5 pairs total) Synthetic fabric or lighter weight wool will work better than cotton in a backpacking setting.
- Closed toed-comfortable shoes
- Optional--Boots: comfortable with adequate ankle support, broken in Hiking Boots
- Optional--Water Sandals/Athletic Sandals: (they have to have an ankle strap)

Head Gear

- Bandanas (3-4) —tons of uses!
- Hat (that shades eyes)
- Sunglasses

Quick Dry Clothing (jeans and cotton t-shirts do not dry fast!!!)

- T-shirts (3 total) (Next to skin layer) a lightweight polyester, wool/capilene T-shirt
- Shorts (1) Nylon soccer shorts and other nylon fabric shorts dry quick and are lightweight
- Long Pants (1) (no jeans, they take too long to dry and are heavy)
Recommended: zip off leg “convertible” pants will be acceptable for shorts and long pants)
- Swimsuit (1)
- Undergarments (4)

Toiletries

- Toothpaste (travel size, no big tubes)
- Toothbrush
- Waterproof Sunscreen lotion (SPF > 15)
- Bug repellent (lotion, not spray can type)

- Medications (labeled and contained)
- Small bottle of hand sanitizer
- If you wear contacts, wear glasses this week
- Towel (for beach or personal use)

Miscellaneous

- Two 1-liter water bottles
- (1) spoon lexan spoons are light and durable
- Small flashlight, with AA or AAA batteries or head lamp
- Small paperback book
- Binoculars
- Small drybag for weather sensitive gear

Please bring lunch for Monday! All other meals until pickup at 3pm on Friday, will be provided.

Leave at Home- unauthorized items will be turned in to the Camp Director if brought to camp

- Technology- cell phone, ipads, ipods, digital cameras, etc.
 - (i) Camp is a place for campers to unplug.
 - (ii) Camp has a phone that can be called to reach a camper in an emergency or where a camper can reach you if needed.
 - (iii) Special items- teddy bear blanket
- Don't want them to get lost or dirty
- Pocket knives of any size, weapons, sharp objects, lighters, or matches
 - (i) If items are needed KNC will provide them.

Meals and Snacks

KNC Camp only provides meals and snacks to certain groups. Half day groups receive a snack each day. Overnight night groups are expected to bring lunch and snacks daily. Thursdays (overnight) campers should bring lunch and extra snacks. Overnight Campers will be provided with snack/dinner Thursday, and breakfast/snack/lunch on Friday.

b) Inclement Or Excessively Hot Weather

Due to COVID-19 precautions inside places are limited. If the day is forecast to have inclement weather, camp may be canceled if indoor spaces are not available or if it is expected to rain for the duration of camp that day. Families will be notified as soon as possible of the cancellation.

If the temperature is forecasted to be extremely hot counselors should work with their group indoors (if indoor spaces are available and open). Individual groups should be in their own room or building. Group mixing should not happen! If indoor spaces are not available counselors should do their best to make sure their campers stay hydrated. Also, find opportunities to be in the shade or doing water activities.

c) **Medication**

Medication is any substance a person takes to maintain and/or improve their health. This includes vitamins and natural remedies. If your child will be taking medication while at camp, fill out and return the [Permission to Administer Medicine](#) form and provide enough of each medication to last the entire time at camp.

Medications must be brought in the original pharmacy container.

Staff can only administer medications as prescribed and to the person they were prescribed to.

Bring only enough of the medications needed while at camp. It would be preferable if medication for the whole week could be sent on Monday morning. Any unused medications will not be carried home by the camper. Medications are returned to the parent/guardian at check-out.

All medications must be checked in at registration with the Health Officer, or designated staff. All medications will be stored inside the Camp Office except for inhalers and epi pens (which will stay with the camp group but still must be checked in). A designated staff will ensure that your camper takes their medication when needed.

d) **Staff**

We conduct background checks and central registry clearance checks (21+) on all staff.

All staff are required to submit 3 positive references.

All staff are required to be trained before working alone with a camp group.

e) **Group Mate Request**

In the registration application families have the opportunity to list ONE camper they'd like to be placed in their child(ren) group. KNC staff will do our best to accommodate a group mate request. Due to limited spacing, there isn't a guarantee they'll be able to be in the same group. It may be helpful to email or call

a week before your child(ren) camp to check if the request will be granted.

5) Camp Participation

a) Camper Sign In/Drop Off

KNC Camp has changed its sign in and sign out process to help limit risk of exposure. Along with this section please also read the screening section. ***More information about this summer's specific registration/pick up/drop off process will be added.**

Campers should arrive rested, nourished, and hydrated. **Remember to keep your child(ren) home if they or anyone in the household is sick or experiencing any symptoms for any reason!** Parents/guardians who are at a higher risk for severe illness or part of a vulnerable population are encouraged to **not** drop their children off or attend camp unless cleared by a physician.

Pickup and Drop Off Locations

- This summer not every group will be picked up and dropped off at the same location to limit the number of people in each space. Please be on the lookout for your child(rens) specific location and process before arriving to camp.

Daily Process

- Upon arrival families are asked to line up behind the first car at your designated health check location and remain in their cars at drop off and pick up times; **subject to change*. A staff member will conduct a health screening for campers as they arrive. Campers will be screened inside the vehicle. The staff member will be wearing gloves and a facemask. *See screening section for more details.*
 - The beginning of the health screen station will be marked by signage and or the presence of staff.
 - All campers must be dropped off by a parent, guardian or adult authorized person.
 - If staff gives a family consent to get out for any reason the family will be asked to wear a face mask and remain close to their vehicles AND
 - To limit the amount of people exiting the vehicle AND
 - Families should maintain physical distance with other adults and campers at the health screen/ pick up/drop off locations.
 - Late arrivals will not be accepted this summer. No later than 15 minutes or once initial health screenings have been completed for the day (whichever

comes first). Note that a refund will not be issued.

- **If ALL campers in the vehicle pass the health screening, a pass for each camper will be placed under the windshield wiper of your car and you will then be directed to the appropriate drop off location.**
 - Along with staff wearing a face mask and gloves we ask the families wear masks as well (at least the parent/guardian who will be speaking to staff and the child(ren) being signed in).
 - Families must leave once their child(ren) is cleared for the day to limit exposure.
 - Once cleared for participation in camp for the day campers will be escorted to wash their hands, then join their group.
 - The counselor will lead games while they wait for all group members to arrive before beginning programming.
 - Staff and campers will maintain physical distance or wear a face mask if it can't be maintained.
- Parents/guardians will also be asked to verify contact information in case of emergencies. Multiple methods of contact are encouraged.
- If a different person will be picking up your child(ren) please do ALL the following:
 - Please verify that they are on the authorized pick up list AND their contact information is up to date.
 - If they are not, please give their first and last name to the person who is signing your child(ren) in. They must write in on the sign in sheet.
 - Email the Camp Director with the information along with their contact information.
 - Remind them to bring their ID with them at pick up or the camper will *not* be released to them.
- If the camper needs to be picked up early please do ALL of the following:
 - Please notify the person signing your child in; let them know what time you'll be pickling them up as well.
 - Email the Camp Director with the same information.

First Day of Camp (addition to daily)

- Along with a health screening families will be asked to verify that the information on their medical form is up to date.
- ALL medication must be signed in including epi pens and inhalers. All other

medication must be stored in the camp office. No camper or staff will be permitted to carry medication with them except rescue medication.

- Parents/ guardians of campers who need to take medication at camp must fill out and submit the [Permission to Administer Medicine](#) form.
- Campers who are prescribed an epi pen or inhaler are strongly encouraged to bring them to camp with them even if they do not usually need them at home. Camp is full of walking, excitement, and heat which campers may not be used to.
- To minimize putting a camper at risk, campers who do not bring their epi pen or inhaler may not be permitted to participate in camp without them. It is at the camp's discretion.

b) Camper Pick Up

Daily Process

- Pick up will be similar to camper drop off. Families will go to the same location that they dropped their camper off earlier in the day and line their vehicles up upon arrival unless otherwise directed.
- Families must stay in their vehicles with their mask on and a staff will come to their car to check their Photo ID to verify that they are a person authorized to pick up that camper.
- All campers must be signed out daily by a parent/guardian or *adult* authorized person.
- Staff will write the full name of the person picking up the camper and the time of pick up on the form. *You may be asked to sign and date as well.*
- Campers will only be released to their parents/guardians or a person on the authorized pick up list. The person picking the camper up must have their ID.
- Parents/guardians will be called to verify pickup for any person not listed. The camper will not be released until authorization is given permission or the parent/guardian arrives to pick the camper up instead.
- Sending a note with a camper or person not listed will not be accepted as permission to release the camper. Parents may call or email the Camp Director ahead of time to do so.
- If families wish to have their camper bike home unsupervised they must fill out the [Self-Checkout Waiver](#) form. Campers will only be released at the scheduled program ending time, or at another designated to the KNC in writing or in person by the parent/guardian. If KNC does not have this slip your child will not be released without authorized adult supervision. You will be called to pick them up from camp.

- If a camper has not been picked up within 10 minutes after the scheduled pick up time staff will begin calling parents/guardians and those authorized to pick up the camper from the authorized pick up list and emergency contact list.
- If we are unable to reach anyone within 45 minutes of the scheduled pick up time, the Kalamazoo County Sheriff Department will be called as the camper will be considered an abandoned minor. Two KNC staff will stay with the camper until a designated person assumes responsibility.

Lost and Found

- We ask that all personal belongings be marked with the camper's name.
- At the end of each day we will make an effort to match lost items with their owners.
- Lost & Found will be kept for one week. All unclaimed items will be given to a local charity.
- Please do not bring items of great value to camp. KNC is not responsible for lost or stolen items.

6) Working with Camper

a) Supervision/Ratios

KNC camp follows a 1:10 ratio for campers and staff. This summer our groups will be staffed with 2 counselors for every 10 campers. There may be times when there is only 1 counselor or that there are more than 10 campers with the 2 counselors.. Ratios should not exceed 1:10. *Emergency are rare exceptions and staff will still do their best to maintain proper ratios.

Counselors will have campers in their group in their eyesight at all times; with the exception of bathrooms in which counselors will do their best to be in earshot of campers.

Counselors are expected to count their campers before moving on to the next activity/area and when arriving to ensure all campers are accounted for.

Camp staff will follow a truddy system (groups of three) when necessary (Examples: 2 campers/1 staff/, 1 camper/2 staff).

No campers, two campers or camp group should be alone without adult supervision, and no staff should be alone with a camper. *

b) Behavior Management

We believe that every child has the right to experience camp and all it has to offer. We believe in setting limits and explaining the boundaries for all participants. When these boundaries are tested, we use specific procedures to help the camper to continue

his/her experience at camp.

All of our staff receive training in these procedures.

On the first day of camp, our staff will go over the group expectations and ground rules of camp life. Campers have the opportunity to create group norms, and ask questions about policies and rules, so that everyone is clear about expectations. Behaviors, which disrupt Nature Camp staff from effectively minimizing physical and emotional risk for the camper or campers, will not be tolerated. Such behaviors may include, but are not limited to

- Leaving the camper group without permission,
- Physical aggression towards staff or other campers (kicking, biting, hitting etc.),
- Verbal aggression towards staff or other campers (cursing, screaming, name calling, inappropriate language or comments, etc.),
- Aggressive or disrespectful behavior towards any animal at the Nature Center.
- Refusal to comply with Covid-19 policies and guidelines.

Procedures We Follow:

Minor Issues: (Ex- Not following directions*)

- 1) The camper's counselor will redirect them, speak with the camper, and check whether the camper understands why the behavior is unacceptable and knows what the consequences are. The counselor will restate the desired behavior, with clear consequences given for not following the desired behavior.
- 2) If the camper does the behavior, again the removal of a camper from a problem situation in a time out may be a consequence in this first stage. Removal gives the camper time to calm down, reflect on his/her actions and the staff a chance to discuss with the camper what happened.
- 3) If the behavior is repeated, the counselor will let the camper know that this is still unacceptable and will then involve the Assistant Director and/or Camp Director. At this stage, Camp will contact the parent or guardian of the camper to make them aware of the situation and to ask for cooperation and insight.
- 4) If the behavior persists, the Camp Director will determine if the camper should remain at camp or be sent home. Parents will need to make transportation arrangements, and there are no refunds for campers sent home for behavioral reasons. The camper may return to camp the next day if the behavior is corrected, but repeat offenses will not be tolerated and the camper will be removed from camp activities for the remainder of the summer.

Moderate Behavior Issues: (Ex-Leaving the group without permission*)

- 1) The camper's Counselor will redirect them, speak with the camper, and check whether

the camper understands why the behavior is unacceptable and knows what the consequences are. The Counselor will restate the desired behavior, with clear consequences given for not following the desired behavior.

- a) The removal of a camper from a problem situation in a time out may be a consequence in this first stage.
 - b) Removal gives the camper time to calm down, reflect on his/her actions and the staff a chance to discuss with the camper what happened.
- 2) If the behavior is repeated, the Counselor will let the camper know that this is still unacceptable and will then involve the Camp Director. At this stage, Camp will contact the parent or guardian of the camper to make them aware of the situation and to ask for cooperation and insight.
 - 3) If the behavior persists, the Camp Director will determine if the camper should remain at camp or be sent home. Parents will need to make transportation arrangements, and there are no refunds for campers sent home for behavioral reasons. The camper may return to camp the next day if the behavior is corrected, but repeat offenses will not be tolerated and the camper will be removed from camp activities for the remainder of the summer.

Severe Behavior Issues: (Ex- Injuring self, another camper, or staff)

- 1) The camper will be immediately removed from the group or the group sent away for the camper to stay with the Camp Director (Assistant, or designated person) and another designated staff member until they can be picked up.
- 2) Once the camper is removed from the group their parent/guardian will be called to pick them up immediately. Parents will need to make transportation arrangements, and there are no refunds for campers sent home for behavioral reasons.
- 3) The camper may not return to camp for the remainder of the session. A discussion will be held to see if they may be able to return for the remainder of the season.

Some actions may warrant immediate removal from camp. These actions include, but are not limited to;

- Smoking or using tobacco products,
- Using alcohol or illegal drugs, stealing, or
- Endangering their own safety or the safety of staff or campers, racism or discrimination, or sexual harassment. Any sexual talk or activity.

A diagnosis will not affect your camper's admission into camp however; campers with severe emotional disturbances or violent behavior may not be able to participate effectively.

- If your child has severe behavior problems, we ask that you talk with the Camp Director to assess how Camp may serve you and your child best.
- If it is determined that our camp will not meet the camper's or parents'

needs of minimized risk, we can refer you to facilities and camps that are equipped to handle these special needs.

Although some examples are in specific categories listed above, it does not mean that they cannot be categorized differently given the circumstances. It is up to the KNC's discretion whether a camper can remain at camp or return to camp due to behavior issues.

c) **Encountering Individuals That Aren't Apart of Your Group**

KNC's trails are open to the public and there are usually other KNC staff on-site besides camp staff. It is possible that a camp group will encounter a person from the public. Campers and staff are to maintain at a minimum 6 ft of physical distance between anyone from the public, other KNC staff that are not a part of their group, and other camp groups.

- Parents, guardians, and other non-essential visitors or staff will not be able to visit during camp hours.
- Other staff that program with camp groups will be limited. When programming they will be asked to keep physical distance from the group. Examples include farm staff, and animal care staff for creature features.
- It is important to remind campers to stay with the group and limit their interactions with people who are not a part of the group; even if the camper knows the person.
- Parents, legal guardians, and families are not permitted to visit during camp hours to limit exposure and the number of people on site.
- No camper will ever be sent to interact with someone from the public even if they know the person. If the person wants the camper to come with them, they must go through the sign out process. The camper will stay with their camp group until approval is given from the Camp Director or Assistant Camp Director(s) for the camper to be signed out. If the person is not on the authorized pick up list, the camper will not be released to them without staff getting parents/guardian permission first! First step in this process is to contact the Camp Director. **This must go through the Camp Director or Assistant Camp Director(s) when the Camp Director is not available.**

d) **Camper Injuries**

Minor Injuries (ex: scraped knee, small cut, small bruise)

- Minor injuries are usually ones that only need to be cleaned and bandaged.
- The counselor will aid in helping the camper to clean and bandage the injury.

- Parent notification: The counselor will let the parent/guardian know at pick up time about the injury.

Moderate Injuries (ex: a knot of the head, finger jam, and sprain)

- Moderate injuries are ones that need a little more attention than a bandage (may need to be monitored by staff but do not warrant being sent home or to the hospital.)
- The counselor would aid in helping the camper to take care of the injury. Also, will monitor to be sure the injury is not worse than originally thought.
- Parent notification: The Camp Director or a designated staff will call the parent to inform them of the injury as soon as possible. Also, to discuss if they want any further action taken.

Severe Injuries (ex: allergic reaction and broken bone)

- Severe injuries are ones that warrant being sent home or to the hospital. Emergencies are included.
- Staff will aid in first aid and CPR to the level of their training (or Good Samaritan) and other staff will call 911 if needed. Alternatively, transport the camper to the hospital if it is not life threatening.
 - Two staff will transport a camper in a KNC vehicle to either Borgess or Bronson Hospital.
 - Parents may elect to pick up their child and take them instead of staff transporting them. Only if they can arrive within 30 minutes and the emergency does not warrant immediate care.
 - The Camp Director will make the decision on whether or not an emergency vehicle needs to be called when there is doubt.
- Parent notification: The Camp Director or designated staff will notify parents/guardians immediately.

e) **Reporting Child Abuse and Neglect**

Kalamazoo Nature Center Camp Staff are all considered mandatory reporters by law.

If staff has reasonable cause to know or suspect that a child has been subjected to abuse, neglect, or has observed the child being subjected to the circumstances or conditions, which would reasonably result in abuse or neglect, will do the following

- Immediately report the cause to fact to the Camp Director.
- The staff and Camp Director will make a report to Michigan's central intake.

If a staff member is alleged to have abused a camper, that person will be separated

from all campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of campers.

We hope you and your child(ren) have a wonderful summer with us. Should you have any questions, concerns, or complaints about your campers or your experience, feel free to talk to the Camp Director.