



Kalamazoo
Nature Center
CAMP

Guardian Handbook 2024



Be CAMP!

Creative - Active - Model - Positive

Kalamazoo Nature Center
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IMPORTANT CONTACTS

KNC 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): PreK- Kindergarten (4-6 year olds)

Explorers (EXP): 1st through 3rd grade

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

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

Outdoor Leaders (OL): 9th through 12th grade

b) **Hours of Operation**

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

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

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

Junior Farmers (JR Farm): Monday through Friday from 12pm to 3pm

Neurodiversity (ND): Monday through Friday from 10am 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

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

Adventure Treks (ADV T): Overnight Monday at 9am through Friday 12pm

Outdoor Leaders (OL): Monday through Friday from 9am to 3pm

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 the 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 at 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 at your stop. MORNING BUSES WILL LEAVE THE STOP AT THE TIMES on our website. Afternoon buses arrive at the times below, will wait 5 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 if 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 Illness Prevention**

Keeping campers and staff safe is a top priority. In general, all campers and staff must be free from vomiting (none in the last 24 hours), diarrhea (none in the last 24 hours or improving), fever (none in the last 24 hours without the use of fever reducing medication). Please keep your child(ren) home if they are sick.

a) **Health Screenings**

Keeping campers and staff safe from illness is still a priority.

- a) Monday camper screening: All campers will undergo a health screen within the first 24 hours of their attendance at camp. As campers and families arrive, they will park in the camp parking lot, and walk up to the check in table passed the gate. Campers will undergo a health screening on Monday (or their first 24 hours of camp attendance if they don't arrive on Monday) before they are able to be signed in, conducted by a designated staff member. Parents/ legal guardians must stay until their child(ren) is cleared to attend programming for the day.

Screening will include but is not limited to the following:

i) **Parent/guardian questions**

- (1) Have you, your child, or anyone in your household been in close contact with a person who has COVID-19?

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

ii) **Camper questions**

(1) 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)

(2) Are you feeling well today?

iii) **Visual check**

(1) Check the camper for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), tiredness/fatigue, or extreme fussiness.

(2) Check the camper for signs of illness that may be including sore or discharging eye or ear, profuse nasal discharge, contagious disease, strep throat, etc.

iv) If a vaccinated camper has been exposed to COVID-19 they may return to camp as long as they remain asymptomatic. Camp may require a negative covid test.

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

vi) If it is found that a camper has had recent symptoms or a temperature of 100.4 or more, they'll be sent home. It is at KNC's discretion to deny admission for other reasons as well. The camper must remain at home until:

(1) They are symptom free for 24 hours without fever reducing or vomiting, or other symptom-altering medicine (e.g., cough suppressants). AND

(2) Other symptoms have improved AND

*NOTE: Families may be asked to self-quarantine for 5 days before attending programming. Families should also follow CDC guidance: [What](#)

[to do if you are sick.](#)

- b) Ongoing Screening: Ongoing screening will be conducted by staff on an as-determined basis but not less than daily. The screening daily will be similar to the initial day one screening.
 - i)
 - ii) 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 face mask (if not already on) and limit their interactions with campers until they can be relieved by another staff member.
 - iii) In the event that the support staff is not available because they are helping with the group; the health officer, Camp Director, or the VP of Learning and Education or other designated staff will be called to go to the site and conduct the screening for the staff in question. Or the staff may be asked to go home immediately (as soon as possible, whichever is appropriate for the time and reported symptoms).
 - iv) Staff must notify the Camp Director, 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.
 - v) 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.

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

If a staff member or camper is identified as having a potential or confirmed case of COVID-19, isolate the individual in the designated location. KNCs Camp administration will also consider the following:

a) Sending someone home:

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

- i) Staff will safely isolate the individual until appropriate return home transportation can be arranged. They should also follow CDC guidance: [What to do if you are sick](#).
- ii) 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 vehicle. No staff should be alone with a camper. All individuals must wear a facemask. Open the windows to increase air circulation if tolerable.
- iii) 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.

b) When to Isolate:

Regardless of vaccination status, you should isolate from others when you have COVID-19. You should also isolate yourself if you are sick and suspect that you have COVID-19 but do not yet have test results.

- i) If you test Negative, you can end your isolation.
- ii) If you test Positive:
 - (1) If you had no symptoms:
 - (a) Day 0 is the day you were tested (not the day you received your positive test results)
 - (b) Day 1 is the first full day following the day you were tested
 - (c) If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset.
 - (2) If you have symptoms
 - (a) Day 0 of isolation is the day of symptom onset, regardless of when you tested positive.
 - (b) Day 1 is the first full day after the day your symptoms started.

iii) Isolation:

If a staff or camper test positive from COVID-19, they will be required to stay home at least 5 days and should isolate from others in their home.

iv) Ending Isolation:

Staff and campers' isolation will end based on how serious their symptoms were.

(1) If they had no symptoms, they may end isolation after day 5.

(2) If they had symptoms and:

(a) Their symptoms are improving, they may end isolation after day 5 if they are fever free for 24 hours (without the use of fever-reducing medication).

(b) Their symptoms are not improving, continue to isolate until they are fever free for 24 hours (without the use of fever-reducing medication) AND symptoms are improving.

(c) moderate illness (experienced shortness of breath or difficulty breathing), isolate through day 10.

(d) Severe illness (were hospitalized) or have a weakened immune system, isolate through day 10. They should consult their doctor.

(e) Regardless of when campers or staff end their isolation, they will be required to wear a mask when indoors through day 10.

c) Reporting exposures:

KNC will report exposures that occur within camp.

i) 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.

d) Closing Camp:

The determination of whether to close the camp will be based on guidance from the local health department and/or KNC administration.

3) **WHEN TO SEEK EMERGENCY MEDICAL ATTENTION**

Look for emergency warning signs. If someone is showing any of these signs, seek emergency medical care immediately.

a) Trouble breathing

- b) Persistent pain or pressure in the chest
- c) New confusion
- d) Inability to wake or stay awake
- e) 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:

b) **Hand Hygiene**

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

- When to Wash or Disinfect Hands- Campers and Staff
 - 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.
 - After being in contact with someone who may have been sick
 - After using the restroom
 - 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

c) **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 when they have not yet finished their 10 days. 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:
 - Haven't they reach day 11 of their "quarantine".

- Staff members are expected to wear masks whenever they are:
 - Haven't reached day 11 of their “quarantine”.
 - 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.

d) **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.

e) **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.

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) **Financial Assistance**

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 financial assistance application is a 1-step process for you:

Please enroll your child(ren) for the camp session of your choice and then visit naturecenter.org/camp to fill out and submit the Camp Financial Assistance Application.

Please email or mail the summary sheet from your most current tax return, and proof of any of either of the following: 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 review and award assistance based on need. We will contact you to let you know of your award amount.

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)
- 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)
- 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

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

- 1 reusable water bottles (1 liter preferred)
- 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 and snacks, until pickup at 12pm 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 on Friday.

b) **Inclement Or Excessively Hot Weather**

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 have heavy rain or thunder/lighting 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 will work with their group indoors (if indoor spaces are available and open). 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 must submit 3 positive professional 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.

→ **Both campers must request each other to be considered!**

5) **Camp Participation**

a) **Camper Sign In/Drop Off**

KNC Camp has changed its sign in and sign out process.

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!***

Pickup and Drop Off Locations

- Pick up and drop off for every camper will be at the Camp Barn.

Daily Process

- Upon arrival families will park in the camp parking lot, exit their vehicle and get in the check in line past the fence. A staff member will conduct a health screening for campers as they arrive on Monday. Campers will be screened inside the vehicle. *See screening section for more details.*
 - The beginning of the health screen station will be marked by signage or staff presence.
 - All campers must be dropped off by a parent, guardian or adult authorized person.
 - 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 campers pass their health screening, they will then check their child's**

medication form and be sure the information is correct and turn in any/all medications.

- Once cleared for camp participation, their family will escort them to their group to be checked in by their counselor.
- The counselor will lead games while they wait for all group members to arrive before beginning programming.
- 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. This includes all medications, vitamins, and creams 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 park in the parking lot and walk to the same location that they dropped their camper off earlier in the day.
- Counselors will check Photo ID to verify that they are authorized to pick up the camper they are requesting.
- All campers must be signed out daily by a parent/guardian or *adult* authorized person.
- Staff will write the initials of the person picking up the camper on the checkout sheet. *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.
- Only adults (authorized) are able to pick up campers. If families wish to have a minor teen pick up their child there must be a self-checkout Waiver on file for each camper being “check out”. They must have this form filled out prior to pick up time. Also, they must let the directors know ahead of time.
- If families wish to have their camper bike home unsupervised, they must fill out the Self-Checkout Waiver form or indicate this in their registration. 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.

- Campers' picked up after 3:10pm who are not signed up for aftercare will be charged the aftercare fee.
- **After Care pick up is always at the Camp Barn!**

Lost and Found

- We ask that all personal belongings be marked with the camper's name.
- At the end of each day, we will try 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 or thrown away.
- 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. Our groups will be staffed with 1 counselors for every 10 campers. There may be times when 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 always have campers in their group in their eyesight, except bathrooms where 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 Truddie 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. *

Campers should go to the bathroom one at a time.

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, racism, sexual harassment, or etc.),
- Aggressive or disrespectful behavior towards any animal at the Nature Center.
- Refusal to comply with safety 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 they will be removed from camp activities for the rest 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 at 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 they will be removed from camp activities for the rest 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 can return for the rest 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 211 which may be able to assist in finding a camp 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) **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, you 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 parents 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, or 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 decide whether an emergency vehicle needs to be called when there is doubt.
- Parent notification: The Camp Director or designated staff will notify parents/guardians immediately.

d) **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. If you have questions, concerns, or complaints about your camper's or experience, talk to the Camp Director.