



Guardian Handbook 2025



Be CAMP!

Creative - Active - Model - Positive

Kalamazoo Nature Center
7000 N. Westnedge Ave
Kalamazoo, MI 49009
269-381-1574

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IMPORTANT CONTACTS

KNC CONTACTS:

Tanequa Hampton, Camp Director.....	269-381-1574 ext. 15
Direct.....	269-978-2404
Email.....	thampton@naturecenter.org
Clarissa Plair, Assistant Camp Director.....	269-381-1574 ext. 52
Direct.....	260-492-0624
Email.....	cplair@naturecenter.org
AnneMarie Snyder, Program Registrar.....	269-381-1574 ext. 24
Direct.....	269-978-6873
Email.....	register@naturecenter.org
Camp Office.....	269-381-8865

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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-4pm. Varies by groups, see below.

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

Junior Farmers (JR Farm): Monday through Friday from 9am to 12pm

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

Explorers (EXP): Monday through Friday from 9am to 4 pm

Wild Child Day Camp (WC): Monday through Friday from 9am to 4 pm

Adventure Skills (ADV): Monday through Wednesday 9am to 4pm 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 4pm

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.

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.

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 stay home if they have any of the following symptoms vomiting, diarrhea, fever 100.4 or higher, or a sore throat. They 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), and a. 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**

- iv) 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 should self-screen before attending programming.

- 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) 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.
- ii) 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).
- iii) 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.
- iv) 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 illness.

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. Financial assistance is available (see section below).

All campers must have an up-to-date medical form 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
- Self-Checkout Waiver: Campers 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). This is filled out during Day 1 (registration at camp).

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.

4) Deposit, Payment Plan, and Registration Policies

- a) **KNC Deposit Policy for Camp:** A **\$50 non-refundable deposit** is required per registrant at the time of registration, regardless of the number of camps they are signed up for in that transaction.
 - Note: If you register the same registrant in a separate transaction later in the season, an **additional \$50 non-refundable deposit** per registrant will be required for that new transaction. To avoid multiple deposit charges, families are encouraged to register for all desired camps in a single transaction.
- b) **Payment Plans:** In addition to accepting payment in full, we offer flexible payment plan options to make our camps accessible for everyone.
- c) **Frequency Options:**
 - Weekly payments
 - Biweekly payments
 - Monthly payments
- d) **Full Payment Deadline:** All camp fees must be paid in full at least two weeks before the camp session's start date. If this requirement has not been met by the deadline, KNC will make two contact attempts, once by phone and once by email, to collect payment. If contact cannot be made in 48 hours, the camper will be removed from camp registration. In accordance with our regular cancellation policy, there will be no refunds of previous payments.
- e) **Partial Payment Deadline:** At least 50% of the camp fees must be paid 29 days before the camp session's start date. If this requirement has not been met by the deadline, KNC will make two contact attempts, once by phone and once by email, to collect payment. If contact cannot be made in 72 hours, the camper will be removed unenrolled from camp. In accordance with our regular cancellation policy, a refund of 50%, minus the \$50 non-refundable deposit per registrant. All payments will be charged automatically to the credit or debit card used for the deposit at the time of registration. Please note that checks and cash are not accepted for any of the payment plan options. We apologize for any inconvenience.
- f) **Late Registrations:** Registrations made within **1-14 days** of the camp session's start date require **full payment** at the time of registration. No refunds are available for late registrations. Registrations made **15-29 days** of the camp session's start date require a 50% deposit at the time of registration. No refunds are available for late registrations. Registration for each camp session closes the

Wednesday 5PM before the camp start date. Any requests for registration after this date will be evaluated on a case-by-case basis and must be submitted by email to the Registrar.

- g) **Waitlist Registration:** No deposit is required to join the waitlist. KNC will contact Waitlist Registrants about open spots, if available, one week before the camp session's start date. KNC will make two contact attempts, once by phone and once by email. If no contact can be made in 24 hours, the next person on the list will be contacted. Full payment is required to move the registrant from the waitlist to regular registration.
- h) **Registration Periods**
 - **Early Bird Registration:** February 17th – April 15th
 - **Regular Registration:** April 16th – 30 days before the camp session's start date
 - **Late Registration:** 1-29 days before the camp session's start date
 - Registration for each camp and (transportation for the camp) session closes the **Wednesday 5PM before the camp session's start date.**

5) Cancellation, Session Switching, and Refund Policies

- a) **KNC Cancellation Policy for Camp** We are grateful for all families and children accessing the 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 policies 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.
- i) **Registrant Cancellations**

Registrants who cancel **more than 30 days** before their camp session's start date will receive a **full refund**, minus the \$50 non-refundable deposit fee per registrant. Registrants who cancel **14-29 days** before their camp session's start date will receive a **50% refund**, minus a \$50 non-refundable deposit fee per transaction. Late registrants are not eligible for a refund.

Early Bird and Regular Registrants who cancel **within 14 days** of their session's 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 the **\$50 non-refundable deposit fee per transaction**, will be issued.

No refunds will be issued for cancellations due to personal reasons. Session fees will not be refunded if a camper is sent home due to behavioral or health issues.
- ii) **Switching Sessions**

Before Registration Closes: Switching to another available session of the same price is free. If the new session's price is higher, the registrant pays the difference. If the new session's price is lower, the difference is refunded.

After Registration Closes: Requests to switch sessions will be evaluated on a case-by-case basis and depend on availability.

iii) **KNC Camp Cancellations**

If KNC cancels one or more camp sessions due to 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!

6) 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, Junior Farmers, Neurodiversity (Half 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

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 (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 interviews, 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!**

7) **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 are sick or experiencing any symptoms!***

Pickup and Drop Off Locations

- Pickup 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 picking 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 like 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 4:10pm who are not signed up for aftercare will be charged the aftercare fee.

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.

8) Working with Camper

a) Supervision/Ratios

KNC camp follows a 1:10 ratio for campers and staff. Our groups will be staffed with 1 counselor 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. *Emergencies 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 is 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) **Overnight Stays**

Groups that have one overnight stay included will spend the night, Thursday until Friday. **All overnight groups' pick-up time is at noon on Friday** (due to licensing regulations).

Adventure Skills groups have an overnight included in every session. On odd numbered sessions (1,3,5, & 7) the group spends their overnight off-site at Markin Glen County Park in tents. The group leaves on the bus to Markin Glen at 2:50pm and returns to KNC at 9am Friday morning. On even numbered sessions (2,4, & 8) the group spends their overnight on-site at the Camp Barn in tents.

Adventure Treks groups have four consecutive overnights session 6. The groups spend their overnights off-site. The first overnight on Monday is usually spent at Markin Glen County Park.

- Campers can choose not to spend the night, though there will not be a discount price because no other camper can fill that spot.
 - This does not include the Adventure Treks. Campers must spend the night each day because the group is usually in another city. Families can choose to pick their child(ren) up early from the trip but will not be refunded (unless they are required to go home due to natural sickness).
- Campers who don't stay overnight can get picked up at normal pick-up time or choose to stay until after dinner (pick up around 6pm). They can join again in the morning at the normal drop-off time but must be picked up at noon with the rest of the group.
 - They will not be allowed to join another group and stay until 3pm dismissal.
 - Adventure Skills campers not spending the overnight on odd sessions must either be picked up at 2:50pm before the bus leaves to Markin Glen or at Markin Glen after.
- Campers and staff will sleep in tents with their group. For the safety of all our Truddie system also applies to tent use. Campers can sleep one in a tent or three or more in a tent. Campers are not allowed to be in or sleep in a tent with only two people (this includes siblings).

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, 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.

e) **Sending Campers Home**

KNC Camp Admin and camp staff do everything we can to help each camper be successful at home. However, there are times when campers must be dismissed early due to illness or behavior.

- We ask that families be attentive to their phones while their child(ren) are in KNC Camps care in cases of emergency. Also, should staff need to contact you for behavior support, child injuries, or illness.

- We ask that families pick up their child within half an hour of receiving the call for dismissal.
 - We however understand that some families may live or work further away for KNC. All children must be picked up within an hour.

f) **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.