



Kalamazoo
Nature Center
CAMP

Guardian Handbook 2026



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 Edmonds, Camp Director.....	269-381-1574 ext. 101
Direct.....	269-978-2404
Email.....	tedmonds@naturecenter.org
Clarissa Plair, Assistant Camp Director.....	269-381-1574
Direct.....	269-978-2404
Email	cplair@naturecenter.org
AnneMarie Snyder, 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

Families should register their child for the grade they will be entering in the upcoming school year (the grade they are rising to after camp). We are unable to move campers into older age groups or grades. In some cases, however, we may make exceptions to place campers in a younger age group if needed. Families must reach out to the Camp Director and Registrar to discuss these case by case.

Ex: Jr. Nat (PreK-Kindergarten) camper cannot be moved up to the Explorers (1st to 3rd) group. An Explorer camper may be requested to move down to the Jr. Nat 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 Friday 9am to 4pm

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 your own snack if you choose.

*Neurodiversity campers may want to bring lunch.

Lunches should be packed like school lunches, including an ice pack if food is needed to stay cold.

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 past the gate. Campers will undergo a health screening on Monday (or their first 24 hours of camp attendance if they do not 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 sick?

(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 sick 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 will 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 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 on the **Wednesday at 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 that 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 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 price is higher, the registrant pays the difference. If the new session 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 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, Adventure Skills (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 (with ice pack if needed)
- Snack

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

- Technology- cell phone, iPad, iPod, 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
- Do not 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, programming may be canceled if it is expected to thunderstorm or have a tornado for the duration of programming. Camp has designated rain locations for use if it rains during camp. Families will

be notified as soon as possible of the cancellation.

If the temperature is forecasted to be extremely hot or air quality is purple, camp may be canceled. When camp is in session and the temperatures are 80's and above staff will ensure that campers are taking more water breaks and should be mindful to take breaks in the shade or cool off in a water activity.

- Air Quality Guidelines:
 - **Yellow:** Staff should pay close attention to campers and other staff members that fall under the sensitive group- Jr. Nats, campers and staff with asthma or allergies
 - **Orange:** Staff and campers go inside after spending an hour to hour and a half outside. They should be inside for at least 35-45 minutes. The doors should be closed.
 - **Red:** Staff and campers go inside after spending 45 minutes to an hour outside. They should be inside for at least 1 hour. The doors should be closed.
 - **Purple:** Staff and campers should be indoors. KNC may consider cancelling programing.
 - **Maroon:** Programing will be cancelled.

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 is 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 with labels.
- Staff can only administer medications as prescribed and to the person they were prescribed to.
- 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.
- Bring only enough of the medications needed while at camp. If preferred, families may send medication for the entire week on Monday morning.
 - Any unused medications will not be carried home by the camper. Medications should be picked up from the office by the parent/guardian at check out each day or on Friday.
 - Bus staff will return medication to the parent/guardian at check out.

d) **Staff Requirements**

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 have at least 24 hours of training before working alone with a camp group.

e) **Group Mate Request**

- i) In the registration application, families can list **ONE** camper they would like to request to be placed in their child's group. The request should include both the first and last name of the camper you would like your child placed with. If families want siblings together, they must be listed in the camp buddy request as well. Siblings are usually separated into a different group even if they are in the same age group. ex: both are in the Explorers age group.
→ **In order to be considered, both campers must request each other!**
→ **Each camper can only request ONE buddy.**
- ii) Campers from different age groups will likely not be placed together. If campers make a request for someone who is in a different age group, the older child will be moved to the younger age group. We do not move children to high age groups.
 - Ex: An Explorer and Wild Child camper request each other. The Wild Child camper will be placed in the same Explorers group if the request is granted.
- iii) KNC staff will do our best to accommodate a group mate request. Due to limited spacing, there is not a guarantee they will be placed in the same group.
 - Families are welcome to email or call approximately one week before their child(ren)'s camp session to check on the status of placement requests. Please note that checking on a request does not guarantee that children will be placed together.
- iv) *KNC staff reserve the right to decline group placement requests and may separate children after placement if it is deemed necessary for the safety, well-being, or overall success of the program and/or campers.*

7) **Camp Participation**

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

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

- Pick up and drop off for every camper will be at the Camp Barn. *
- For Junior Farmers pick up and drop off on Tuesdays and Thursday will be at DeLano Farms on E Ave.

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 the 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 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 of 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 will 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 medications must be signed in including epi pens and inhalers. All other medications 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 for 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 or if the name on the ID and paperwork do not match.
 - **Please ensure that legal full names are listed on the authorized pick-up information. The name should be listed as it appears on their ID. No nicknames.**
 - The camper will not be released until authorization is given permission,

or the parent/guardian arrives to pick up the camper 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) can 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 (4:10pm), 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 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 Expectations and Support**

We believe every child has the right to experience camp and all it has to offer. We are committed to setting clear expectations and boundaries for all participants. When those boundaries are tested, staff use established procedures to support campers in learning from the situation and continuing to have a positive experience at camp whenever possible.

All staff receive training in these procedures. On the first day of camp, staff review group expectations and the ground rules of camp life with campers. Campers are given the opportunity to help create group norms and ask questions about policies and rules so that everyone has a clear understanding of expectations.

Behaviors that prevent Nature Camp staff from effectively minimizing physical or emotional risk to a camper or the group will not be tolerated. These behaviors include, but are not limited to:

- Leaving the camper group without staff permission,
- Physical aggression toward staff or other campers (e.g., kicking, biting, hitting),
- Verbal aggression toward staff or other campers (e.g., screaming, name-calling, inappropriate language, racist remarks, or sexual harassment),
- Aggressive or disrespectful behavior toward any animal at the Nature Center,
- Refusal to follow safety guidelines or behavior expectations.

Procedures We Follow:

Minor Issues: (e.g., not following directions*)

When minor behavior concerns arise, staff follow a progressive approach to help campers understand expectations and correct their behavior.

1) Redirection and Discussion

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The camper's counselor will redirect the camper and speak with them about the behavior. The counselor will ensure the camper understands why the behavior is not acceptable and will restate the expected behavior, along with clear consequences if the behavior continues.

2) Reflection/Time Away from the Situation

If the behavior occurs again, the camper may be temporarily removed from the situation for a brief time to calm down and reflect. During this time, staff will discuss what happened with the camper and help them understand how to make a better choice moving forward.

3) Director Involvement and Parent Contact

If the behavior continues, the counselor will involve the Assistant Director and/or Camp Director. At this stage, a parent or guardian will be contacted to make them aware of the situation and to seek their cooperation and insight into supporting the camper.

4) Further Action

If the behavior persists, the Camp Director will determine whether the camper may remain at camp or be sent home for the day. Parents or guardians must arrange transportation if a camper is sent home. Refunds will not be provided for campers sent home due to behavioral concerns. A camper may return the following day if the behavior improves; however, repeated incidents may result in removal from camp activities for the remainder of the summer and without a refund.

Moderate Behavior Issues: (e.g., leaving the group without permission*)

When moderate behavior concerns occur, staff follow a progressive process to address the behavior and support the camper in making safer choices.

1) Redirection and Discussion

The camper's counselor will redirect the camper and discuss the behavior with them. The counselor will ensure the camper understands why the behavior is not acceptable and will restate the expected behavior, along with the consequences if the behavior continues.

2) Time Away from the Situation

The camper may be temporarily removed from the situation to allow time to calm down and reflect. During this time, staff will discuss what happened and help the camper understand how to make safer choices moving forward.

Please note that with moderate behavior issues step 2 will be performed with step 1.

3) Director Involvement and Parent Contact

If the behavior continues, the counselor will involve the Camp Director. At this stage, a parent or guardian will be contacted to make them aware of the situation and to seek their cooperation and insight in supporting the camper.

4) Further Action

If the behavior persists, the Camp Director will determine whether the camper

may remain at camp or be sent home for the day. Parents or guardians must arrange transportation if a camper is sent home. Refunds will not be provided for campers sent home due to behavioral concerns. A camper may return the following day if the behavior improves; however, repeated incidents may result in removal from camp activities multiple days or for the remainder of the summer without refund.

Severe Behavior Issues: (e.g., injuring self, another camper, or staff)

1) Immediate Removal

The camper will be immediately removed from the group, or the group will be moved away while the camper stays with the Camp Director (Assistant Director or designated staff) and another staff member until they can be picked up.

2) Parent/Guardian Contact

Parents or guardians will be contacted immediately to pick up the camper. They will need to arrange transportation. Parents should pick their child up within 30 minutes. No refunds are given for campers sent home due to behavioral concerns.

3) Return to Camp

The camper may not return for the remainder of that session. A discussion will be held to determine if they may return the following day or for the rest of the summer.

4) Examples of Severe Behavior

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

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

5) Camper Diagnoses and Neurodiversity

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

If your child has significant behavior challenges, we ask that you speak with the Camp Director to determine how the camp can best support your child.

If it is determined that our program cannot adequately meet the needs of the camper or minimize risk, we can refer you to **211**, which may be able to assist in finding a camp equipped to handle these specific needs.

*While some examples are listed within specific categories above, behaviors may be evaluated differently depending on the circumstances. KNC staff reserve the discretion to determine appropriate responses to behavior concerns, including whether a camper may remain at camp, return to camp after an incident, or be moved to another group.

c) **Camper Injuries**

Minor Injuries (e.g.: scraped knee, small cut, small bruise)

Minor injuries are those that require only basic first aid, such as cleaning and bandaging.

- **Staff Response:** The camper's counselor will assist the camper in cleaning and bandaging the injury.
- **Parent Notification:** The counselor will inform the parent or guardian about the injury at pick-up time.

Moderate Injuries (e.g., a knot of the head, finger jam, and sprain)

Moderate injuries require more attention than a simple bandage and may need to be monitored by staff, but do not typically warrant being sent home or to the hospital.

- **Staff Response:** The camper's counselor will help the camper care for the injury and monitor it to ensure it does not worsen.
- **Parent Notification:** The Camp Director or a designated staff member will contact the parent or guardian as soon as possible to inform them of the injury and discuss any additional actions they may want taken.

Severe Injuries (ex: allergic reaction and broken bone)

Severe injuries are those that may require hospitalization or immediate medical attention.

- **Staff Response:** Staff will provide first aid and CPR according to their training or Good Samaritan guidelines. If necessary, other staff will call 911. If the situation is not immediately life-threatening, staff may transport the camper to the hospital.
- **Transport:** Two staff members will transport the camper in a KNC vehicle to either **Borgess** or **Bronson Hospital**. Parents may choose to pick up their child instead, provided they can arrive within 30 minutes, and the emergency does not require immediate care.
- **Emergency Decisions:** The Camp Director will determine whether emergency services need to be called if there is any uncertainty.
- The Camp Director will decide whether an emergency vehicle needs to be called when there is doubt.
- **Parent Notification:** The Camp Director or designated administrative staff will notify parents or guardians immediately.

d) **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 or in the event staff should 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 from KNC. All children must be picked up within an hour.

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