

City Trekker Summer Camp

WELCOME PACKET

Within this Welcome packet, please find the following:

1. **CAMP POLICIES**
2. **MANDATORY FORMS FOR CAMP ATTENDANCE:**
 - a. **AGREEMENT FORM**
 - b. **RELEASE FORM**
 - c. **HEALTH FORMS**
 - d. **MEDICATION FORM (if applicable)**

CAMP POLICIES

CAMP STAFF: Camp staff are carefully screened and selected for their activity skills, level of enthusiasm, ability to work well with children, and good judgment. In addition, training is provided on safety procedures and expected conduct, as well as program planning and implementation. All staff undergo background checks.

SAFETY FIRST: Because safety is our first priority, all camp staff are CPR and First Aid Certified.

FIELD TRIPS AND SPECIAL EVENTS: Field trips and special events add excitement to camp activities and begin on Tuesdays of each week. A **field trip authorization form** will be provided to parents/guardians via email prior to the start of each week and will be available for signature on Monday mornings. Forms must be signed by a parent/guardian in order for a child to participate. City Trekker campers are transported to local destinations via walking, Trolley, or Miami-Dade County Public School-certified bus.

REGULAR DROP-OFF: Regular drop-off begins at **8:45 a.m.** Drive west along Aragon Avenue and pull into the drop-off/pick-up zone on the right shoulder directly in front of the Museum's main entrance, OR walk campers to the Museum's main entrance on Aragon Avenue. No need to exit your vehicle. Camp staff will greet you and your child in front of the building. Given that all registration paperwork and payment is in order, camp staff will escort your child into the building to join their Counselor and age group for camp activities. You may NOT leave your child at camp if we are missing any of the MANDATORY FORMS.

REGULAR PICK-UP: The day ends promptly at **5:00 p.m.** Your child will be waiting with his/her group and counselor inside the Museum complex. Authorized persons may drive/walk to the Museum's main entrance on Aragon, just as in morning drop-off. Counselors will verify that the adult is on the authorized pick-up list, request the adult's signature and release children to that person. **IMPORTANT:** Any person picking up your child needs to be listed on the Release Form for safety and security reasons and able to show proof of identification at the time of pick-up. **PLEASE NOTE:** Children not picked up by 5:15pm will automatically be placed in our Extended Day program and charged a \$10 fee to cover staff and snack expenses. There is an additional fee of \$1 per minute for each child still in the care of camp staff after 6:00pm.

EXTENDED DAY A.M.: Extended Day A.M. (early drop-off) is available from **7:45 a.m. to 8:45 a.m.** You should register children in advance for Extended Day AM at a rate of **\$10/day**. Children will have supervised play time, juice and fruit. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and check-in with the Extended Day A.M. Supervisor. Should a child be dropped off early without being registered for Extended Day A.M., the \$10 fee will be added to their tuition balance.

EXTENDED DAY P.M.: Extended Day P.M. (late pick-up) is available from **5:15 p.m. to 6:00 p.m.** You should register children in advance for Extended Day P.M. at a rate of **\$10/day**. Children will have supervised play time and snack. Authorized adults must enter the Museum using the main entrance on Aragon Avenue and sign out their children with the Extended Day P.M. Supervisor. Should a child be picked up late without being registered for Extended Day P.M., the \$10 fee will be added to their tuition balance.

LUNCH: Please **pack a lunch and write your child's name on it.** **NO PEANUT PRODUCTS ALLOWED!** (See Peanut-Free Policy below) On days when we do not have field trips scheduled, we will refrigerate these lunches at the Museum. On

days when we do have field trips scheduled, you should pack a lunch that does not require refrigeration, as we will most likely have a picnic lunch at the field trip site.

PEANUT-FREE POLICY: Due to the increase in the number of children with peanut allergies, we ask that you **pack peanut-free lunches** for your children while they are attending Camp. Peanut products will be thrown out, and parents will be contacted to supply an alternative lunch for their child. Safety is a major priority of Camp. As always, whenever food is being consumed, our Camp staff will be in close vicinity to the children. The Director of Programs, Instructors and Counselors are prepared and trained to administer medication as needed and as specified by your **medication form** in the event of an allergic reaction. Please be advised that although we are implementing a Peanut-Free policy, we cannot guarantee our premises will be completely peanut-free. This is an effort to reduce the risk of any peanut exposures.

CLOTHING: It is recommended that children wear comfortable walking shoes (sneakers, Crocs, etc.) and clothes that can get messy. Label personal items so they can be easily identified if lost or misplaced. Include a change of clothes for young ones in their backpacks. We will be providing City Trekker hats for fieldtrips and outdoor play.

SNACKS AND WATER: The Museum will provide water bottles with name labels that may be refilled throughout the day. The Museum will provide peanut-free snacks (usually goldfish, chips, fruit or pretzels and juice) at approximately 10:30 a.m. as well as during Extended Day. The Museum will occasionally provide sugar-free popsicles on hot afternoons. If your child has additional **food allergies** that the camp must be aware of, please clearly explain and list the food items your child must not ingest in the attached **health form**.

TOYS: Please stress to your children that video games, playing/trading cards, stuffed animals and similar toys are only to be used during recess and Extended Day. As we have plenty of games for campers to play with at camp, it is our recommendation that children leave these toys at home. Any belongings that arrive with a child will be their responsibility to carry and keep track of throughout the day. City Trekker Summer Camp is not responsible for lost items.

CELL PHONES: Children should not carry cell phones at camp. Should you need to communicate with your child during the day, you may call the Museum's main line: (305) 603-8067.

LOST AND FOUND: Lost items will be held in the Museum Education Office.

BEHAVIOR: Respecting others and the property of others is the key to having a great time at camp. Campers are expected to behave appropriately and promote a safe, fun and healthy environment through productive participation. The staff will go over camp rules on Monday mornings, use a positive approach to discipline and seek parental support to resolve behavior issues and to encourage positive behavior. We apply a "three strike" system to misbehavior: first strike is a warning, second is a trip to the Director of Programs; third is a call home. Any act of physical violence will be met with immediate attention. The camper will be sent home for the rest of the day, week or summer, depending on the decision made by the Director of Programs. Campers who remain disruptive after consultation with the parents may be dismissed from the program.

ILLNESS: If a child claims to not feel well, child will be attended to in the first aid area of the Museum Education Office. No medications will be administered, unless authorized. If illness symptoms become apparent via temperature or further complaints from the child, parents/guardians will be contacted. In the event of a health emergency, the Coral Gables Museum will send the camper to the nearest medical facility for emergency care via local Fire Department Ambulance Service.

INCLIMENT WEATHER POLICY: All outdoor activities and field trips are suspended during inclement weather. Alternate indoor activities will be offered. There are no refunds due to inclement weather. City Trekker Summer Camp will close following the National Hurricane Center warning for our area.

PAYMENT: Payment can be made by cash, check, money order, VISA, MasterCard or American Express. Registrants may pay \$50 per child per week to reserve their camp registration up until June 14th. No child may attend camp until all fees are paid. Fees that accrue following initial registration payment, such as additional weekly registrations or unexpected Extended Day fees, must be settled in the Museum's main office with Chris Rupp, Director of Operations. Invoices will be issued to registrants with outstanding balances.

REFUND POLICY: Full tuition refunds will only be given if written notice is provided more than 7 business days before the first date of the program, less a \$50 administrative fee. Withdrawal within 7 business days of the first date of the program will result in a 50% refund, less a \$50 administrative fee.

AGREEMENT FORM

I CERTIFY THAT I HAVE READ AND UNDERSTAND the above stated Camp Policies and agree to respect and uphold these policies.

I HEREBY GRANT PERMISSION for my child/ren to participate in all Camp activities unless otherwise stated in writing and presented to the Director of Programs.

I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under this authority.

I GIVE CORAL GABLES MUSEUM PERMISSION to take and use photographs, slides and recordings of my child as may be needed for records or public relations.

I UNDERSTAND that City Trekker Summer Camp reserves the right to decline acceptance of an application or to dismiss a child from programs/classes if attempts to remedy unsatisfactory situations and behavior cannot be resolved.

Parent/Guardian Signature:

X _____ Date: _____

RELEASE FORM

Who is allowed to pick up and sign out your child?

Please provide us with the names of all people to whom your child may be released during and/or at the end of the day. Should an unauthorized person arrive to Camp and attempt to pick up your child, your child will remain at the Camp until you have been contacted and have given us permission to release your child to such person.

Please include your name and phone number, as well as those of any family members.

- 1) Name: _____ Relationship: _____ Phone # _____
- 2) Name: _____ Relationship: _____ Phone # _____
- 3) Name: _____ Relationship: _____ Phone # _____
- 4) Name: _____ Relationship: _____ Phone # _____
- 5) Name: _____ Relationship: _____ Phone # _____

Do you allow your child to be released without being signed out by an adult? (For example, your child lives next door and can walk home. You give your child permission to sign him/herself out.) YES or NO

I give permission for the people above to pick up and sign out my child anytime they are at the City Trekker program.

Parent/Guardian Signature:

X _____ Date: _____

HEALTH FORM

If your child has allergies, please list below and provide an Emergency Action Plan, as designated by your child’s physician.

If there are any health concerns (physical, mental or social) pertaining to your child that you feel need extra attention or consideration, please indicate them below.

MEDICATION POLICY AND AGREEMENT FORM

If your child needs to take any medication (i.e. inhalers, Epi-Pens, Tylenol etc.) you will need to read and sign this medication form.

All medications along with instructions for use, including dosage instructions, storage information, etc., must be provided to the Director of Programs on or prior to Monday morning check-in. All medications should be picked-up on Friday afternoon. Medications will be kept in the Museum Education office, under the supervision of our Director of Programs. Prescription medications and over-the-counter medications shall be kept in the original containers, bearing the pharmacy label and directions for use. ALL MEDICATIONS must be taken in the Museum Education Office under the supervision of Camp staff.

Under no circumstances should children carry medications around with them while in attendance at our program.

Coral Gables Museum honors the privacy of families and individuals in regards to health conditions and medications and will not discuss the private health issues of campers with individuals who need not be privy to such information.

Coral Gables Museum and its agents will be held harmless in the event of reactions of any kind, illness, or death resulting from the child’s use of any medication while attending City Trekker Summer Camp.

Coral Gables Museum reserves the right to refuse to administer medications. In such an event all deposits and tuition paid will be refunded in full.

I, THE UNDERSIGNED, GIVE PERMISSION to Coral Gables Museum to store medication for my child to self-administer (with supervision). I understand that the Coral Gables Museum is not responsible for any problem arising from the effects of the medication or the omission of the medication. I further agree to indemnify and hold harmless the Coral Gables Museum, Corp. and its agents against all claims as a result of any and all acts performed under its authority.

Parent/Guardian Signature:

X _____ Date: _____