



**Tallahassee
Museum**

TREE TO TREE ADVENTURES

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Camp Parent Welcome Guide

Welcome to the Tallahassee Museum Camp Program!

We are proud of the large number of campers that return each year to join us in our program. If you are a returning camp parent, welcome back! If you are a new camp parent, welcome and thank you for providing us the opportunity to share the Tallahassee Museum camp experience with your child.

We are committed to providing your child with a rewarding and memorable camp experience. Our camp administrators work diligently throughout the year to provide a safe and enriching program for campers.

This Parent Handbook is a reference for you and your child, and should answer the bulk of your camp questions. Your child's safety is our top priority, so we ask that you review all camp rules, as well as the Discipline Policy with your child prior to coming to camp.

Again, welcome to camp and we look forward to all of the memorable adventures ahead with your child!

- Tallahassee Museum Camp Team



Camp Policies and Procedures

Registration

Registration is on a first come, first served basis. There is no charge to be on a waiting list. PLEASE inform us if you need to cancel a reservation so that others may take advantage of our programs. If you transfer a child from one camp to another, you will be charged a \$20 transfer fee.

Sign-in/ Sign-out

Parents and guardians must sign their child in on the camp roster, and out on the camp roster each day. This requires you to accompany your child into the Museum and to the location of his/her camp group. Dropping off children at the Museum without checking-in is unacceptable, and will result in termination of registration without refund. In the afternoon parents will check in with the admissions clerk to locate their child's camp group. Our staff will do their best to remember faces of people dropping off and picking up children, however if they do not recognize a face, they will request the government issued photo ID of any person picking up a child. That ID must correspond with the approved names for pick-up on the child's registration form.

Camp Group Locations

The following locations are tentative due to the nature of our camp structure, and do not apply to hours prior to 9am, and after 4pm, unless in the event of inclement weather. When picking up or dropping off campers, ask the admissions clerk where your child's camp group is located at that time.

K-1: Visitor Center Meeting Room

2nd- 5th Grade camp: School House

Camp Hours

Camp hours are from **9am-4:30pm**, unless your child is **enrolled in extended care**, in which case children may be dropped off as early as 7:45am and must be picked up by 5:45pm. Parents will be charged \$1 per minute for every minute after 5:45pm, or after 4:45pm if they do not have extended care. Extended care is \$35 for the week, or \$8 per day.



To reach Camp Administration after hours, call the director of education, Natasha Hartsfield at 850.445.6021

Staff

All camp teachers are experienced educators and have current Level 2 Federal background screens. We will have CPR and First Aid certified staff on site at all times. We operate on a ratio of 1-10 teacher/child.

Structure

Campers will be grouped according to the grade completed as of the first day of camp. If you feel that your child should be in a different camp, please give us a call and we will work with you to find a solution that is best for the child. Groups will then break away to their assigned classrooms where their day will begin. Throughout the day lessons on the particular camp theme will be taught. Special programs may be assigned, as well as guest speakers.

Requirements

Children in camp are expected to be toilet trained. We understand that accidents occur, and when they do, we will call parents. While we do our best to coach younger children at properly cleaning themselves in the restroom, please understand that Tallahassee Museum staff does not wipe or assist in wiping a child's private areas.

Weather

If there is thunder and lightning our first priority is to keep the children in a safe location. Museum policy does not allow outdoor activities in times of thunder. Our staff will keep an eye on the weather if storms are in the forecast. At check-in and check-out times during inclement weather, campers will be located in the Visitor Center and/ or the Discovery Center where parents may check them in or out. **Be sure to ask the admissions clerk where your child's camp group is currently located.**

Possessions

We do not recommend that your child bring electronic devices to camp. If they do, they will be asked to keep them put away until the camp teacher gives permission of their use. The Museum holds no responsibility for any items that are lost or stolen.



Necessary Items to Bring

Campers should be prepared for changing weather conditions each day. **They are required to wear closed-toed shoes.** (Campers may be sent home if they come without closed-toed shoes.) Campers should bring daily: sunscreen, insect repellent, **refillable water bottle and two snacks.** If the forecast calls for rain, please send a rain poncho or rain jacket. For parents of children in K-1st grade, please pack a change of clothes in case of spills.

Lunch

The Museum's Trail Break Café offers a lunch program for campers when they are on grounds, not on fieldtrip days. Lunch order forms are downloadable from our website.

Activities

The Tallahassee Museum is 52 acres of historic buildings, wildlife habitats, nature trails, chain lakes, exhibit buildings and a ropes course; with upland pine, hardwood hammock, and cypress swamp ecosystems. Campers will experience the many ways in which we may interpret and understand the Museum. In addition to experiencing the most unique classroom setting in the area, campers will also meet specialists in the areas of study for each camp theme.

Each day campers will have the opportunity for 45 minutes of quiet time. During this time campers will have the opportunity to read, rest, or participate in a quiet activity.

Tree to Tree Adventures

Children must be at least 39" tall. Waivers **must be filled out online** at <https://treetotree.ezwaiver.com> no more than 48 hours prior to the date of camp, OR filled out manually the day of the camp. Children 39" – 60" tall may use the TREEmendous Adventures Course, \$15 per child. Children at least 54" tall may use the Canopy Crossing Course, \$25 per child. ***** Fees are in addition to camp fee*****



Disciplinary Policy

Thank you for enrolling your child in the Tallahassee Museum Camp Program. It is our intention to provide your child with a safe and secure environment. We attempt to create a warm, comfortable, and fun atmosphere that will make your child look forward to coming to camp each day. In order to ensure the quality of this program and safety of the campers, each participant must follow program rules.

Campers are encouraged to practice those social skills that allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When disciplinary situations occur that require intervention, an adult provides the child with clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the **safety of all members in camp.**

Behavior Problems

If a camp staff person encounters behavior problems with any participant, he/she will first attempt to resolve the problem with the camper, if this fails, the Museum's Director of Education will be consulted, followed by the parents. There is a strict 5-Point Discipline Policy. If a camper gets **3 Written Warnings** during the summer for the same offense, he/she will be dismissed from the program. Every parent/guardian is required to read the following information to his/her camper and sign and return the Discipline Policy Form to camp.

5-Point Policy

1. Verbal Warning
2. Time Out/Activity Privilege Withheld. (Parent/Guardian will be notified at time of pick-up.)
3. 1st Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and he/she is removed from camp for the remainder of the day).
4. 2nd Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the week).
5. 3rd Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program and will NOT be eligible to return during the camp season).

Immediate Dismissal

1. Any child who runs away from the staff will be removed from the program for the remainder of the program. If staff cannot convince the child to return, the police will be called. The staff is not permitted to chase after children or leave the site.
2. Any child who harms himself or another will be removed (physical and/or verbal abuse).
3. Any child who abuses staff will be removed.

Physical Violence is not tolerated in this program. The Tallahassee Museum reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

Code of Conduct-Parent

Parents are expected to follow the program rules and treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Director of Education. A child whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control.

*I have discussed the rules and consequences of the **Discipline Policy** with my camper and they understand what is expected from them at camp.*

Camper's Name (Print) Camper's Signature

Parent/guardian Signature

Date



Child's Name _____ Camp _____
Level _____ Written Warning #1 Date: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____ Camp Staff Signature _____

Written Warning #2 Date: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____ Camp Staff Signature _____

Written Warning #3 Date: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____

Date _____

Camp Staff Signature _____

Date _____





Tallahassee
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TREE TO TREE ADVENTURES

Camp Parents and Guardians:

PLEASE DON'T FORGET YOUR I.D.

For everyone's safety, valid government issued identification is required for persons picking up a camper.

Summer Camp staff will do their best to learn names and faces quickly, however, with the large number of different parents and children each week it is challenging.

Your cooperation is appreciated.

