



**Tallahassee
Museum**
TREE TO TREE ADVENTURES

Camp Parent Handbook

Welcome to the Tallahassee Museum Camp Program!

We are proud of the number of campers that return 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 have been working diligently throughout the year to provide a safe and enriching program for campers. Each week you, or the person registering the child for camp, will receive emails with updates. It is critical that you read these emails to ensure you know your child's classroom location, receive the parent letter indicating the week's itinerary, and have access to all forms you may need.

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. Our commitment remains steadfast to provide a safe and enriching camp for your child. Again, welcome to camp and we look forward to all of the memorable adventures ahead with your child!

Camp Policies and Procedures

Registration

All camp registration must be completed online.

PLEASE inform us if you need to cancel a reservation so others may take advantage of our programs. If you need to transfer a child from one camp to another, you will be charged a \$25 transfer fee. Campers are registered on a first-come, first-served basis. If the camp is sold out, email registrations@tallahasseeemuseum.org to get on the waiting list.

Fees

Kindergarten – 5th Grade: \$60 member/ \$65 nonmember

Extended care: \$8 per day.

Camp Hours

Camp hours are from **9:00am-4:00pm**. Campers may be dropped off starting at 8:45am and picked up as late as 4:15pm. If you drop off earlier or pick up later, then you will be charged \$8 for that day.

Extended care: children may be dropped off as early as 7:45am and must be picked up by 5:30pm. Parents will be charged \$1 per minute for every minute after 5:30pm. \$8 per day.

Refunds

Full refunds will only be issued if:

- If you need to cancel and we are notified 2 weeks before the start date of the camp your child is registered for.
- If you need to cancel within the two weeks, but we are provided a doctor's note letting us know your child cannot participate.

A partial refund will be issued if you need to cancel within the 2 weeks before the start date of the camp your child is registered for.

No refund will be issued if you need to cancel within 72 hours of the start date of the camp your child is registered for.

Staff

All camp teachers are experienced educators; most of them are teachers within the local counties, are studying to become a teacher, or have a background in science or history. All camp staff 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 1:13 teacher/child.

Illness

We are dedicated to providing a safe environment for your child this summer.

- All people entering the classrooms will be required to sanitize hands.
- All campers will be taken to the restrooms prior to and after all snacks and lunch to wash hands with soap and water.
- Staff will be instructed to assist with proper hand washing techniques and remind the campers what that looks like.
- Anyone with a fever will not be allowed to remain at camp. A child's temp is considered elevated at 100.4.
- Any camper who becomes ill at camp will be isolated from other campers and parents will be called to come pick them up immediately.
- Campers may only return to camp as long as they have no fever or symptoms for at least 24 hours.

Sign-in/ Sign-out

Parents, guardians, or approved persons must escort their child to the playground or designated classroom each day and must go to the playground or classroom to pick up their child if picking up after 4pm. 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. If you are arriving during extended hours, you will need to enter the Museum through the side gates at the admission's building. If you are facing the Museum front doors, follow the sidewalk to the right around the building. To exit, you will be facing the backdoors of the admissions building. Again, walk to the right following the sidewalk out of the Museum.

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. They may also bring a book to read during quiet time. Parents/Guardians will receive an email before every camp outlining any additional items campers may need to bring.

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. It is likely that we will be running more than one session of a particular grade level if the demand is high. Mondays will begin with an orientation so that campers may meet fellow campers in their group and their teachers. Throughout the week lessons on the particular camp theme will be taught. Special programs may be assigned, as well as guest speakers. 2nd-6th grade camps will go on field trips twice a week. Each day's lesson offers a healthy balance of indoor and outdoor activities. We will utilize all 52 acres of the Museum property, as well as the adjacent U.S. Forestry property south of the Museum. On the Friday prior to your camp, you will receive an email that contains the parent letter for the week. It will give you the itinerary for the week, as well as list any specific items you need to pack each day.

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. Campers will stay busy enjoying activities and making new friends!

Each day campers will have the opportunity for 30 minutes of quiet time, unless on a field trip. During this time campers will have the opportunity to knock out some summer reading! If they have a summer book list, they are encouraged to bring a book from that list to read during quiet time. Our teachers will designate some time to help students who may have trouble reading during this time.

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. During inclement weather alternative activities will be provided. At check-in and check-out times during inclement weather, campers will be located in their classrooms. **Be sure to ask the admissions clerk where your child's camp group is currently located.**

Possessions/Electronics

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. We ask that your child does not bring toys that may become lost or damaged or may be distracting to others. The Museum holds no responsibility for any items that are damaged, lost, or stolen.

Lunch

Campers are welcome to bring their own lunch to camp. The Museum's Trail Break Café offers a lunch program for campers. Lunch order forms are downloadable from our website and will also be included in the emails sent to you the week prior. You will need to have payment for lunch to submit with the form.

Please do not give your child additional money for the Café. Teachers are not responsible for money give nor is there time provided for the campers to go to the café or the museum store.

Snack

Please provide your child with two snacks each day. Campers will have one snack in the morning and one snack in the afternoon. These cannot be purchased from the café or museum store. Do not give your child money for snacks.

Tree to Tree Adventures

Children must be at least 41" tall. You will receive an email to pay for Tree to Tree.

Waivers **must be filled out online** at <https://treetotree.ezwaiver.com> no more than 48 hours prior to the date of camp. Children 41" – 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******

Contacts

Registration information: Registrar: Shelby Boykin: 850-575-8684 ext. 136;
registrations@tallahasseeemuseum.org

Camp Logistics and Activities: Education Programs Manager: Allison Ashcroft:
850-575-8684 ext. 116; aashcroft@tallahasseeemuseum.org

Camp Group Locations

On the Friday before your camp, you will receive an email indicating your child's camp classroom. The email will also include a copy of this map which you should familiarize yourself with so that you know where to go upon drop-off and pick-up.



K-8 GRADE 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 Vice President of Programs will be consulted, followed by the parents. There is a strict 5-Point Discipline Policy pertaining to behavior that risks the safety of any camper. 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 and notified of the behavior. Parents may choose to speak to the child to help mitigate the situation.)
4. 2nd Written Warning (Parent/Guardian will be contacted to pick up their camper immediately.)
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 session.)

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 his/herself or another will be removed (physical and/or verbal abuse).
3. Any child who abuses staff will be removed.
4. Any child who harms or harasses the museum animals or museum property

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 Vice President of Programs. 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: _____ Teacher: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____

Written Warning #2 Date: _____ Teacher: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____

Written Warning #3 Date: _____ Teacher: _____

Description of Incident:

Action Taken:

Parent/Guardian Signature _____

Date _____

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.