

Wildlife Images



Homeschool

Workshop Handbook

2022/2023

Thank you for your interest in our Homeschool Workshops! Here you will find detailed information, policies and procedures regarding your upcoming workshop!

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Questions?

Contact:

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Registration

Every student must register – online registrations are preferred.

Online registration includes the attendee's information, and participation and image release. These forms must be completed by a legal guardian in order to attend workshops. Registration forms can be found **HERE**.

If you are unable to complete registration online, please contact us for help in registering. If the date(s) you would like to register for are not available, please contact education@wildlifeimages.org to be put on a waiting list.

Covid-19 Regulations and Procedures

Wildlife Images is committed to maintaining the safety and well-being of all staff, visitors, and animals. We will follow all local and state regulations regarding Covid-19 safety. If there are any legislative changes while your child is attending a workshop, you will receive an email notifying you.

As of August 2022, masks are not required while indoors or in an enclosed space for students and staff.

Payment and Cancellation Policies

Payment is due at the time of reservation and can be made by credit or debit card, check or cash. Please note that your signed registration form must be submitted or your child will not be able to attend. **Online registrations using a credit or debit card are preferred.**

If you need to cancel your reservation, you will receive a full refund, minus a \$15 administration fee, if you cancel 48 hours prior to the workshop. There are no partial refunds for illness, behavioral suspensions, or absences.

Wildlife Images reserves the right to cancel any program. This typically happens only when air quality is unhealthy due to wildfires, or if attendance is too low. Cancellation of any activity by Wildlife Images will receive a refund in full. Parents or guardians will receive notification via email and/or text message of any cancellation.

If your student cannot attend your scheduled session, your reservation can be rescheduled for another session depending on availability.

Sign In / Sign Out Procedures

Who oversees sign-in & sign-out?

Wildlife Images education staff oversees the mandatory daily signing in and out of all attendees. Staff will accept attendees for sign-in beginning **15 minutes** before the start of your program. All attendees must be signed out by **15 minutes** after the program ends. If you do not pick your child up within the 15-minute period, you will be charged a \$5 after-care fee for every 15 minutes you are late, per child.

Do I need to bring legal proof of identity?

Yes. Every adult picking up a child must be authorized to do so on the child's registration form. Education staff will ask for proof of ID upon sign out.

What if I need to arrange for someone to sign out my child who is not on the authorized list on my child's registration form?

If your child will be picked up by someone other than those listed on the registration form as authorized, please ask a staff member **in person** to add them to the list when you drop off your child. You may also email education@wildlifeimages.org to add someone to the pickup list.

As a parent/guardian, do I need to accompany my child to sign-in each day?

Yes, we ask that you or an authorized person accompany your child to sign-in. We want to make sure you know the sign-in and sign-out procedures, that all necessary information has been collected and any special instruction or information is shared with the staff, and any questions you have can be answered.

Where is sign-in & sign-out located?

When you arrive at Wildlife Images, signs will direct you down the path that runs in front of our gift shop. Please follow the signs for drop off and pick up.

Medical and Emergency Procedures

Students will play and explore during workshops, so minor injuries such as skinned knees can occur. Staff members are certified in First Aid and injuries will be treated according to the discretion of education staff. An incident report will also be recorded in these events.

In the event of an illness or more serious, non-life threatening injury (i.e. a broken arm), we will notify the parent/guardian to transport the child to a nearby medical facility.

In the unlikely event of a serious injury or illness, emergency personnel will be notified immediately, and directly after that parent/guardians will be contacted.

Any medical expenses incurred while participating in programs are the sole responsibility of the attendee's parent/guardian.

Emergency Procedures:

In the unlikely event of a serious injury the following steps will be taken:

- Call 911
- Administer First Aid/CPR
- Contact Parent, Guardian, or Emergency Contact.
- Transport to nearest hospital (if necessary)
- File incident report with Education Department Manager

If you need to contact your child during a program, or in the event you need to report an absence:

Call (541) 476-0222

Illness – If your child is ill, please do not send them to a homeschool workshop. If your child has symptoms such as fever, runny nose or eyes, cough, sneeze, stomach pain, active rash, diarrhea, sore throat and/or nausea we ask they remain at home. If a child becomes ill during a program, he/she will be removed from the other attendees and kept comfortable while we call the parent/guardian/emergency contact for immediate pick up.

Behavioral Guidelines

The safety and positive experience of our students is of the highest priority. We have guidelines that help us establish the expectations we have of each child, and rules will be gone over at the program. Should it be necessary to correct any dangerous or disruptive behavior, staff will follow these steps:

1. Redirection: Verbal communication will be used to identify the problem and come up with a solution. Children will be asked to employ the solution.
2. Taking a Break: If the behavior continues, the child will be removed from the activity for a short period of time, followed by rejoining the group when staff has assured the child understands how to improve their behavior.
3. Parent/guardian Contact: Staff will discuss the behavioral concerns with the parent/guardian either by phone or at pick-up.
4. Dismissal: If the first 3 steps fail to solve a problem, the child will be dismissed from the program.



Wildlife Images is a positive place for youth, and we use positive reinforcement to encourage good, productive and fun group behavior. Our aim is for all attendees to have an amazing and unforgettable experience!

Participants with Special Needs

Wildlife Images is committed to providing great experiences for all youth! During

registration, you will find a section for notes titled “medical conditions.” Please alert us to any special needs your child may have. Due to the nature of the programming, facility, and staffing, Wildlife Images regrets it may not accept students who are medically fragile, or on an IEP.

Ineligibility for programming is at the discretion of Wildlife Images staff. If Wildlife Images determines a child is ineligible for programming, a full or partial refund for services not yet rendered will be issued. Requests for special accommodations should be addressed to education@wildlifeimages.org and will be considered on a case-by-case basis with prior notice so we can discuss how to best accommodate your child's needs.

Service animals are the only outside animals allowed at Wildlife Images. Please email education@wildlifeimages.org if your child is accompanied by a service animal so we can discuss how to best accommodate your child.

About Education Staff

Education staff, interns, and volunteers are present at all times and bring a lot of different talents and experiences to the table. Combined, they have years of experience in educational and recreational settings with youth as well as adults. All of the people involved in our education programs have a deep love and respect for nature, children, and the wonders education can bring, along with great enthusiasm to pass their knowledge on to others! Members of the team are First Aid/CPR certified and have undergone background checks.