



Handbook

2022-2023

We're so excited for you to join our Wolf Pack! Here you will find detailed information, policies and procedures regarding your upcoming pack sessions!

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Questions?

Contact:

Education Team

(541) 476-0222

education@wildlifeimages.org

Registration

Every pack member must register – online registrations only.

Online registration includes the pack member's information, participation and image release. These forms must be completed by a legal guardian in order to attend.

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 choose one of the other offered dates or 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 legislation changes while your child is attending Wolf Pack, you will receive an email notifying you.

As of April 2022, masks are no longer required while indoors for children and staff. However, there are areas of the park where masks are still required. Please send your child with a mask, which they will wear in specified areas.

Pack members will be encouraged to wash their hands frequently with soap and water, and will be asked to do so before eating. Students will not be allowed to share food. Hand sanitizer will also be made available to them.

Payment and Cancellation Policies

Payment is due at the time of reservation and can be made by credit or debit card. Please note that your registration form must be submitted or your child will not be able to attend their chosen pack sessions. If you do not receive an email confirming their registration, then something happened and the process should be repeated.

If your student cannot attend your scheduled session, your reservation can be rescheduled for another session depending on availability. A refund (minus \$15 administration fee per student canceled) may be offered if your reservation is canceled 48 hours or more prior to their first pack session. Pack members' parents or guardians will receive notification via email and/or text message of any cancellation.

Sign-In/Sign-Out Procedures

Who oversees sign-in & sign-out?

Wildlife Images Education staff oversee the mandatory daily signing in and out of all pack members. Staff will accept pack members for sign-in beginning at **9:45am**, all pack members must be signed out by **3:15pm**. If you do not pick your child up by 3:15pm, 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 pack member must be authorized to do so on the initial registration form. Education staff will ask for proof of ID upon sign out for anyone unfamiliar to them.

What if I need to arrange for someone to sign out my pack member who is not authorized on their registration form?

If your pack member will be picked up by someone other than those listed on the registration form as authorized, please ask a staff member 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 pack member to sign-in each day?

Yes, we ask that you or an authorized person accompany your pack member to sign in. We want to make sure you know the sign-in and out procedures, that all necessary information has been collected and any special instructions are shared with the staff. Any questions you have can be answered at that time as well. Only pack members with prior guardian approval may sign themselves in and out.

Where is camp sign-in & sign-out located?

When you arrive at Wildlife Images, follow signs to the Lodge Classroom unless otherwise indicated.

What to Bring to Wolf Pack

Pack members will have a desk space to stow their belongings, but please be aware that we do not have locking storage for your child's belongings. We ask that you send them with the following:

FOOD

- ☐ A healthy cold sack lunch (pack members will not have access to a refrigerator or microwave)
- ☐ A full reusable water bottle. We have coolers and sinks to refill as needed.

CLOTHING

- ☐ Wolf Pack T-Shirts will be given out at each Pack member's 1st session. We ask that pack members wear their Wolf Pack shirt for every session they attend.
- ☐ Pack members should dress in layers to be comfortable both inside and outside and weather appropriate.
- ☐ Kids may get dirty so play/outside clothes are advised. Shorts and pants are great, skirts and dresses are not recommended.
- ☐ Close-toed sturdy shoes are required. Please, no flip-flops or sandals.
- ☐ A hat is strongly recommended.
- ☐ Please provide a good pair of work gloves for your child to bring to each Wolf Pack session.

OTHER ITEMS

- ☐ We ask that all technology be left at home. Cell phones are not to be used during pack sessions unless it is for photography. Cameras are allowed.

- ☐ Pack members will not be allowed time to shop in our gift shop during pack sessions. However, pack members are more than welcome to browse the gift shop or purchase snacks with an adult after they have been signed out.
- ☐ We encourage you to provide sunscreen and apply it before arriving for your Wolf Pack session if it is a sunny day. Staff cannot put sunscreen on your child, but they may put it on themselves.
- ☐ Pack members should come prepared to learn and work with a positive attitude.

Medical and Emergency Procedures

Pack members will work and explore during each session, 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. If the parent/guardian is not immediately reachable, their emergency contact will be contacted.

Any medical expenses incurred while participating in programs are the sole responsibility of the pack member'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 pack session, 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 pack session. 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 session, he/she will be removed from the other pack members and kept comfortable while we call the parent/guardian/emergency contact for immediate pick up.

Behavioral Guidelines

The safety and positive experience of our pack members is of the highest priority. We have guidelines that help us establish the expectations we have of each pack member, and Camp Rules will be gone over daily. 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. Pack members will be asked to employ the solution.

2. **Taking a Break:** If the behavior continues, the pack member will be removed from the activity for a short period of time, followed by rejoining the group when staff has assured the pack member 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 pack member 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 pack members 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 be able to accommodate 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 pack member’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 pack member.

About Camp Staff

Education staff, interns, and volunteers are with pack members 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 camps 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.