



# Wildlife Images



## Family Handbook

2024

**We're so excited for another great season of Camp EEK! Here you will find detailed information, policies and procedures regarding your upcoming camp!**

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## **Questions?**

### **Contact:**

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(541) 476-0222

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## **Registration, Payment & Cancellation Policies**

Every camper must register. 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 camp.

**On-line registrations using a credit or debit card are preferred.**

Online registration includes the camper's information, participation and image release. These forms must be completed by a legal guardian in order to attend camp. 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 fill out the following form to be put on the [Camp EEK Wait List](#).

Wildlife Images cannot switch campers between classrooms once they are signed up. If you need to change classrooms you will need to contact us for a refund and re-register for that date in your preferred classroom. Spaces are limited and will not be held for re-registration.

A full refund (minus \$15 administration fee) will be offered if your camp reservation is canceled 3 days (72 hours) prior to your scheduled camp. 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 in extreme weather circumstances. Cancellation of any camp or activity by Wildlife Images will receive a refund in full. Campers' parents or guardians will receive notification via email and/or text message of any cancellation.

## Sign In / Sign Out Procedures

Wildlife Images Education staff or a Camp Counselor oversee the mandatory daily signing in and out of all campers. Staff will accept campers for sign in beginning at **8:45am**, all campers 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.

Please bring identification to pick up your child. Every adult picking up a camper must be authorized to do so on the camper's registration form. Camp staff may ask for proof of ID upon sign out.

If your camper 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 [camps@wildlifeimages.org](mailto:camps@wildlifeimages.org) to add someone to the pickup list.

We ask that you or an authorized person accompany your camper to sign in. Campers may not be dropped off in the parking lot or gift shop. We want to make sure you know the sign-in and out procedures, that all necessary information has been collected and any special instruction or information is shared with the teaching staff.

All campers need to bring any necessary medications, i.e. inhalers with them, in their original containers, to be checked in with the teacher at sign-in.

When you arrive at Wildlife Images, just follow the signs on the sidewalks for the drop off and pick up location for your child's designated classroom.

# What to Bring to Camp

Campers will have 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 few healthy snacks. Campers will have a snack break in the morning.
- ☐ A healthy cold sack lunch (campers will not have access to a refrigerator or microwave)
- ☐ A full reusable water bottle. We have fountains and coolers to refill.

## CLOTHING & OTHER ITEMS

- ☐ Campers should dress in layers to be comfortable both inside and outside and weather appropriate.
- ☐ Kids may get dirty so play 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.
- ☐ During Summer Camps, camp T-shirts will be given out on the first day of camp. For safety, we ask that campers wear their Camp shirt every day.
- ☐ We ask that all technological devices be left at home. Cell phones are not to be used during camp unless it is for photography. Cameras are allowed.
- ☐ We ask that campers do not bring money to purchase items from our gift shop. However, campers are more than welcome to browse the gift shop or purchase snacks with an adult after they have been signed out of camp.
- ☐ We encourage you to provide sunscreen for your child. Applying sunscreen in the morning before camp is recommended for your child. Staff cannot put sunscreen on your child, but they may put it on themselves.
- ☐ A hat is strongly recommended.

# **Camp Medical and Emergency Procedures**

Campers will play and explore during camps, 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 camp 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 camper'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 camp, or in the event you need to report an absence from camp:

**Call (541) 476-0222**

Illness – If your child is ill, please do not send them to camp. 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 camp, he/she will be removed from the other campers and kept comfortable while we call the parent/guardian/emergency contact for immediate pick up.

# Behavioral Guidelines

The safety and positive experience of our campers is of the highest priority. We have guidelines that help us establish the expectations we have of each camper, 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. Campers will be asked to employ the solution.
2. Taking a Break: If the behavior continues, the camper will be removed from the activity for a short period of time, followed by rejoining the group when staff has assured the camper 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 camper 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 campers 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 accommodate students who are medically fragile or on an IEP or 504 Plan without *prior approval*.

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 [camps@wildlifeimages.org](mailto:camps@wildlifeimages.org) and will be considered on a case-by-case basis *with prior notice* so we can discuss how to best accommodate your camper’s needs.

Service animals are the only outside animals allowed at Wildlife Images. Please email [camps@wildlifeimages.org](mailto:camps@wildlifeimages.org) if your child is accompanied by a service animal so we can discuss how to best accommodate your camper.

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## About Camp Staff

Education staff, interns, and volunteers are present all week with campers 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.