



# PARENT FIELD GUIDE – SUMMER CAMP & FULL-DAY CAMPS

## WELCOME!

Welcome back, alumni campers! New families, we look forward to getting to know you and answering any questions you may have about our camp. If you have any questions that are not answered in this guide, please do not hesitate to contact us. Call us at (404) 502-3196, email [office@campscene.com](mailto:office@campscene.com) or visit us online at [www.campscene.com](http://www.campscene.com).

Campers, you can expect an unforgettable week of fun and adventure while trying new activities with new friends and awesome educators.

Parents, you can expect your child to experience the joy of being outdoors along with the character-building stewardship that goes along with protecting it. Our safe environment with expert on-site instructors and caring, well-trained educators brings peace of mind for all the programs and activities your child will have the privilege to enjoy.

### Our camp is designed to:

- Help campers feel comfortable in the natural environment
- Build appreciation for and knowledge of ecological principles; and
- Develop an awareness of and responsibility for practices that have minimal impact on the environment

## TABLE OF CONTENTS

<b>Program Details</b>	<b>2</b>
• Communication	
• Location	
• Drop-off/Pick-up Procedures	
• Travel	
• Staff	
<b>Policies &amp; Procedures</b>	<b>3</b>
• Safety	
• Health & Wellness	
• Discipline	
• Cancellations and Refunds	
<b>Camp Preparation</b>	<b>6</b>
• Forms	
• What to Wear/Bring Daily	
• On Site Camp Checklist (page 8)	
• Field Trip Camp Checklist (page 9)	

## **PROGRAM DETAILS**

### **COMMUNICATION**

Camp Scene Facility Phone – (404) 748-1073

Director Scott's Cell Phone – (404) 502-3196

Bus Cell Phones

- Earth (470) 312-0402
- Wind (470) 378-0921
- Fire (470) 378-0938

If you need to reach your child in an emergency throughout the day, call and leave a message on your designated bus cell phone. Although the phone can't always be immediately answered due to travel and/or activities, calls are regularly checked by educators on the bus and returned as promptly as possible. Certain parts of our travels may not be accessible depending upon cell phone range; however, we also provide the phone numbers of each destination in the detailed itinerary, as available.

If we need to reach you for a medical or other emergency, we will contact you according to your contact information provided.

### **LOCATION**

743 E. College Ave., Decatur, GA. Our base camp for drop-off and pickup is next door to the Sierra Club off Sams Street.

### **DROP-OFF/PICKUP PROCEDURES**

Parents should park on Sams Street and walk to the gate near the playground, behind the facility for drop-off and pickup. A staff member will be there with the daily attendance sheet, and will escort your child to/from the gate.

### **Hours**

#### **Field trip camp**

Drop-off hours are from 8:15 a.m. to 8:45 a.m. for field trip school break and summer camps. Please notify us as soon as possible if you are running late. Drop-off ends at 8:45 a.m. to ensure we have plenty of time for bus loading and prompt departure for our travel schedule. We may not be able to wait for a late arrival, but we will make every attempt to contact you. If your child is going to be absent, please email to notify us before 8 a.m. Unfortunately, there are no camp make up days or refunds for missed days.

Pickup hours are from 5:45 to 6:00 p.m. for summer camp, with the exception of special adventure Pizza Party Fridays. School break camps may return as early as 5 p.m. with pickup available until 6 p.m. If you are late for pickup and there is no communication by 6:15 p.m., we will begin to call other listed contacts. Late arrivals incur a \$1 charge per minute after 6:05 p.m.

Our intended return time on most summer Fridays is between 6 and 7 p.m. We typically have a longer drive, so we will update parents with our specific arrival time from the bus. Pizza dinner will be served, and we will accommodate special dietary needs.

## **On site camp**

On site base camp begins at 9 a.m. and ends at 4 p.m. Extended hours are available until 5:30 p.m. daily with a \$30 fee for the week.

**Possible Delays:** We are aware of normal traffic and delays and work hard to manage the schedule. If the bus is running late for some reason, such as due to unexpected and heavy volumes of traffic, parents will be contacted as soon as possible with an update.

**Authorized Pickups:** We utilize electronic checkout with PIN numbers to ensure and record proper pickup. You can find your Attendance PIN on the Parent Dashboard under My Account. These are unique to every individual, so rather than giving out your PIN number, please add additional pickups on the Authorized Pickup tab. They will receive a text message with their number. For forgotten numbers, PIN retrievals can be requested on site via text message to the cell phones listed in the system. However, to expedite pickup, please save your number until your six-digit code is memorized. This will be your number for all Camp Scene programs.

## **TRAVEL**

Camp Scene utilizes three 24-passenger buses equipped with seat belts and offers safety orientation for all campers on our transportation procedures. The bus rides are designed to be enjoyable, featuring hands-on activities and environmental lessons, along with traditional camp songs and games. The campers enjoy getting to know each other and the staff.

Safety operations include policies on loading and unloading students, safe and undistracted operation within speed limits, and enforcement of camper safety, including use of seatbelts and other behavior rules.

## **STAFF**

Camp Scene maintains a staff ratio of 1:7 during camp. Our experienced educators are background checked and certified in CPR and first aid. In addition to being skilled in outdoor activities, they are experienced working with children and well trained in Camp Scene policies and safety protocol. All trip leaders are CDL certified and have undergone commercial driver training. In addition, they hold certifications in Wilderness Lifeguarding as well as Wilderness First Aid/ or Wilderness First Responder.

Highly experienced expert instructors on site teach many adventure activities, with state-of-the-art safety equipment and risk management procedures. We provide additional adult guides for kayaking, caving, rock climbing etc.

## **POLICIES & PROCEDURES**

### **SAFETY**

Safety is our top priority, and it is the primary duty of staff to keep students physically and emotionally safe and avoid injuries and emergencies by constant, close supervision and vigilant risk management throughout the day. All staff members receive detailed training on policies and procedures. Campers have a safety orientation on the first morning, and they receive daily safety orientations related to the day's activities and specific locations.

**Weather/Building Safety:** In the event of fire; severe weather, such as earthquake, tornado or lightning; evacuation due to gas leak or bomb threat; physical facility problems, such as loss of heating, cooling, water, electricity; or physical facility damage, our policies protect the

children in the facility as well as on location. Emergency plans have been developed and are available for parent viewing.

**Mandated Reporting of Suspected Abuse:** In the state of Georgia, we are mandated reporters for any suspected child abuse, neglect, exploitation or deprivation. This means that if we suspect or have reasons to believe that a child has been abused or neglected by anyone, anywhere, we must report this to the Department of Family and Children Services. Staff who have any suspicions, whether by physical evidence or conversation, are instructed to speak with the director immediately.

## **HEALTH & WELLNESS**

Camp Scene is concerned with the health and welfare of each child. As part of registration, we ask about any allergies, health concerns, behavioral concerns, medication or dietary restrictions. All severe allergies require an Allergy Action Plan. All educators are trained in epinephrine injection for campers with a prescribed auto-injector. Camp Scene does not serve any nut products. We maintain health information for all campers and notify staff of any known physical conditions or medical information.

**Activities:** It is important for parents or legal guardians to carefully review the camp activities and confirm the child's ability to participate. If you have concerns, please notify us so that we can discuss any possible restrictions or modifications.

**Swimming:** While we recommend that campers attain basic swimming skills beginning at age 4 prior to attending camp, it is not a requirement. Before campers enter the water, swim checks will be conducted by our Wilderness Lifeguard to determine level of ability. Many campers prefer to stay in the sandy beach or shallow areas regardless of ability, and novice swimmers will not be permitted to enter deeper water without skills verification. We discourage the use of swimming aids, such as inflatable arm bands, at camp. Coast Guard approved personal flotation devices are always used by all campers and staff in water activities such as rafting and kayaking.

The days of outdoor activity in the hot weather can be physically demanding even for healthy, active children. It is extremely important that campers get plenty of rest every day and eat a substantial, healthy breakfast. Additional evening activities are not recommended after a full day of camp.

**Medication:** If your child requires any prescription medication(s) during the camp day, you should give it to the director and complete a Medication Authorization form (or Allergy Action Plan) concerning dosage and time. Campers should not be sent with medication. We must have your medication authorization signature on file giving us permission to administer the medication(s), including the dates that the authorization is in effect. **All medications must be labeled and stored in the original prescription container.** We will record any noticeable adverse reactions to medication and notify parents.

**Illness:** In the event of illness, we will care for the camper as outlined in our Health & Wellness Policy and as permitted in Camp Scene's Medical Care Authorization.

In order to prevent illness from being spread, neither campers nor staff may remain at camp with any of the following symptoms:

- Temperature over 100 degrees

- Severe pain or discomfort, including ear or throat
- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by a physician
- Pink eye
- Head lice

We will notify the parent and discuss pickup arrangements. We will keep the ill camper separated from other campers, to the extent possible. In some day camp circumstances, this may be after the return bus ride home.

**Injury:** The staff are certified in CPR and First Aid, and we stock first aid kits at the facility, on the bus and on field trips. Parents will be notified of treatment of minor injuries with a written incident report at the end of the day. Staff are well trained in emergency procedures. Parents will be contacted by phone in the event of a more serious injury or incident.

**Emergency Medical Care:** In the event of a medical emergency, we will consult with 911 on the closest emergency care. Our default local emergency medical care facility when at base camp is Egleston-Children’s Healthcare of Atlanta at 1405 Clifton Road NE, Atlanta. 404-785-6000. Campers may be transported by ambulance or the Camp Scene bus, depending on the situation. Parents will be notified immediately.

## **DISCIPLINE**

We advocate a positive guidance and discipline policy with a focus on positive reinforcement, redirection, prevention, and the development of self-discipline. Our primary emphasis is on establishing a framework of respect in a supportive environment with vigilant staff presence. We begin this by involving parents and children in a code of conduct. Our behavior guidelines require:

1. Respect for other campers
2. Respect for directors and staff
3. Respect for the environment

**Philosophy:** The staff is dedicated to giving clear behavioral expectations and providing positive reinforcement. When conflicts arise, they are trained to find ways to help campers build new skills in social interaction, social understanding, self-expression and decision-making. However, we do understand the necessity of consequences, for both minor and serious offenses.

**Bullying:** We take the issue of bullying very seriously. Bullying is inexcusable at Camp Scene. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with campers so both staff and campers will be comfortable alerting us to any problems.

**Consequences:** For minor offenses, a 1<sup>st</sup> offense will be a verbal warning and discussion with a staff member. A 2<sup>nd</sup> offense will be a written notice or conversation with parents describing the behavior and how staff attempted to redirect the behavior. A 3<sup>rd</sup> offense will be removal from activity and a request for a parent conference, and may result in a one- to three-day suspension from the program. Repeated offenses could lead to removal from the program without refund.

**Removal:** If a camper's behavior at any time threatens the immediate safety of him or herself, other campers, or staff, the camper will be immediately removed from the activity and the parent will be notified. This includes hitting children or staff and/or physically endangering others, refusing to stop dangerous activities such as throwing objects, or uncontrollable behavior. Continuing disruptive behavior may result in a one- to three-day suspension from the program. Expulsion will be considered if the student's disruptive behavior cannot be redirected. Refunds are not available for suspended or expelled students.

## **CANCELLATIONS AND REFUNDS**

Full payment by credit card is due at the time of registration to reserve your spot. Refunds are available more than four weeks prior to the session start date, less a \$50 cancellation fee. No refunds are available after that date, although a partial camp credit for an unattended week may be available upon request with acceptable documentation, such as a doctor's excuse for extended illness or injury, or a qualified family emergency. A change of travel or camp plans is not a valid excuse for a credit during that period. A session may be canceled if registrations do not reach a minimum level, and we will notify registrants as soon as possible. Refunds will not be issued for days missed within a week of camp.

## **CAMP PREPARATION**

### **FORMS**

The Camp Scene Permission form must be completed online prior to enrollment each year. Other activity forms specific to your camper's session destinations can be found on the "Forms" tab of the Parent Dashboard. Please print, sign and upload these forms prior to your session start date. This helps expedite check-in rather than verifying forms at drop-off. Forms must be submitted no later than your camper's first day in order for your camper to participate.

Note: The online system only accepts one file per form, even if there are multiple pages, so please scan as one file. Several smart phone applications can easily create .pdf files using just your phone's camera, such as Evernote's free "Scannable" app

## **WHAT TO WEAR/BRING DAILY**

### **ALL DAY CAMPS**

**Water bottle:** Campers should bring a water bottle, preferably a wide-mouthed, reusable bottle. We will provide ice and water refills. Label the bottle with your child's name.

**Packed lunch:** Campers will not have access to refrigeration or microwaves, so please prepare your child's lunch accordingly with an ice pack. We love when our campers utilize reusable containers to produce as little waste as possible. We model Leave No Trace principles during all camp activities.

We provide healthy snacks, primarily fruits and vegetables, and additional snacks from home also are welcomed based on your camper's preferences. Be sure to let us know of any food allergies. We do not serve any nut products. However, we do not require camper's lunches to be nut-free, so there could be nut products on premises. We instruct campers not to share foods. All life-threatening allergies require an Allergy Action Plan form to be completed.

For field trip river days, such as kayaking or whitewater rafting, please pack lunches in a brown paper bag as we will transport lunches all together. We have found that campers often have a

larger than usual appetite with all of the daily activity, so please keep in mind during preparation.

**Outdoor clothes:** We will be outdoors, so clothes should be appropriate for comfort, wear and tear and of course, dirt or mud. We prefer that campers wear a Camp Scene T-shirt every day. Prior years are perfectly acceptable. One free shirt per session is provided for summer camp. You may purchase an additional new T-shirt for \$10.

Campers should bring an extra pair of dry clothes and a bathing suit and towel every day in a backpack. For girls, two-piece suits such as tankinis provide easier restroom visits for long days. You may also want to send a bag for wet clothes. There will be water activities most days of on site camp and swimming or water activities most days of field trip camp.

**Suitable shoes:** Students should wear hiking shoes or tennis shoes and socks. No open-toe shoes will be allowed. Flip flops are never permitted.

For field trip camp, water shoes or all-weather sandals with straps (such as Teva or Keen sandals) are highly recommended as a secondary pair for water activities. Crocs with a strap are acceptable.

**Sunscreen:** Sunscreen should be applied at home in the morning. We will re-apply regular sports sunscreen with SPF 30 throughout the day. If you opted to provide your own sunscreen, please send it labeled with your child's name and provide to the staff member at check-in on the first day of the session.

**Insect repellent:** We will apply 20% DEET insect repellent as needed to control ticks and mosquitoes, based on CDC guidance. If you opted to provide your own insect repellent, please send it labeled with your child's name and provide to the staff member at check-in on the first day of the session.

### **FIELD TRIP CAMPS (See Field Trip Day Camp Checklist)**

**Weather Preparation:** Most activities are rain or shine. It is the responsibility of the parent to ensure each camper is dressed appropriately for the weather. As long as conditions are safe without lightning, we will be outdoors! Rain ponchos will be provided in the case of unforeseeable conditions, however, please send your child with raingear if the forecast calls for rain. If an activity is canceled, we will attempt to adjust the schedule to preserve as much of the session plan as possible. Unfortunately, partial refunds are not available if an activity cannot be held due to the weather, and safety is the foremost concern. We will provide alternate activities.

**For Caving Days:** Campers should dress in the morning for caving, with VERY old long sleeves, pants and shoes (temperatures in the cave will be in the 50s). The mud and potential underground water could cause permanent stains. Campers should bring a spare set of clothes and shoes to change out of after the caving trip.

**Additional Items:** Swim goggles are permitted for campers who prefer to use them. Eyeglasses should be secured with a strap. Jewelry is not permitted. Hats are helpful for additional shade from the sun. Long hair must be tied back in a low ponytail for several activities. Please DO NOT bring any electronics or valuables to the program, as they may be lost or damaged, and we cannot be responsible.

# ON SITE CAMP CHECKLIST

## What to bring

- Packed lunch
- Backpack or small daypack
- Bathing suit and towel (every day), with bag for wet clothes
- Extra pair of dry clothes, in case needed throughout the week
- Optional: Extra snacks
- Optional: Sunscreen or insect repellent if not authorizing camp supplies

## What to wear

- Comfortable outdoor clothes, such as Camp Scene T-shirt and hiking shorts
- Bathing suits may be worn under clothes for planned water activity days. For girls, two-piece suits such as tankinis provide easier restroom visits for long days. Pack undergarments.
- Closed-toe hiking shoes or tennis shoes with socks
- Optional: Hat, for shade

We ask that you do NOT bring any electronic devices or personal items of value because of the risk of loss or damage.

# FIELD TRIP CAMP CHECKLIST

## What to bring

- Signed destination forms on first day, if not already submitted on the Parent Dashboard
- Labeled water bottle
- Packed lunch (For river days, packed in a brown paper bag if possible)
- Backpack or small daypack
- Bathing suit and towel (every day), with bag for wet clothes
- Extra pair of dry clothes, in case needed throughout the week
- Recommended: Rain jacket or rain gear, in inclement weather
- Optional: Swim goggles
- Optional: Extra snacks
- Optional: Sunscreen or insect repellent if not authorizing camp supplies

## What to wear

- Comfortable outdoor clothes, such as Camp Scene T-shirt and hiking shorts
- Bathing suits may be worn under clothes on swimming days noted in the itinerary. For girls, two-piece suits such as tankinis provide easier restroom visits for long days. Pack undergarments.
- Closed-toe hiking shoes or tennis shoes with socks
- For water activity days (kayaking, canoeing, whitewater rafting, stream ecology), a secondary pair of water shoes or all-weather sandals with straps (such as Teva or Keen sandals)
- If caving, long-sleeved shirt, pants/jeans and spare shoes/socks for potential mud
- Recommended: For eyeglasses, a strap
- Optional: Hat, for shade

We ask that you do NOT bring any electronic devices or personal items of value because of the risk of loss or damage.