



# ICG Summer Camp!



## 2018 Parent & Camper Handbook

Inspiring, promoting, and sustaining youth and community stewardship of the natural environment through garden-based learning and discovery

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# Welcome to Camp!



Dear Camp Parents,

Welcome to ICG Summer Camp!

A summer of fun and exploration is just around the corner! Whether your child is an experienced camper or this is their first time, we want ICG camp to be a positive and memorable experience for every child. Our well-trained staff is ready to do just that.



Please review this entire handbook, and talk with your child about what they can expect from their time at ICG camp. We hope this guide will help you answer any questions you or your camper may have. Please read and discuss the All Community Agreement on page 6 with your child. Sign and return to us on the first day of camp.

Thank you for entrusting your child to ICG this summer, where PLAY and connecting to nature reign supreme!



Sincerely,  
Your ICG Summer Camp Team

We can't wait to learn, work, & play with your child!



# Growing, Playing, Learning in Nature



## **OUTDOORS ALL DAY**

One of the things that makes Ithaca Children's Garden a unique and sought after summer camp is the beautiful, 100% outdoor experience your child is part of here. Situated on 3 acres of public garden including meadow, wetlands, wooded areas, and mixed terrain, your child will encounter many aspects of nature, including a variety of insects, plants, and other campers! Respect for animals, plants, and all other aspects of the environment - including each other - is the expectation.

## **WEATHER**

Temperatures at ICG summer camp range from 50°F to 95°F. Please check the weather each day before camp, and send your camper with appropriate clothing and gear. If the forecast calls for rain, please send your campers with rain boots or waterproof footwear, a raincoat or poncho. Mornings can be chilly and a sweatshirt or light jacket might be needed. However, most days warm quickly and those cozy sweatpants soon become uncomfortably hot. Plan for layers that can be easily removed as the day warms.

## **WHAT TO BRING TO CAMP LIST**

- A healthy camper
- Appropriate clothing for the weather
- Footwear that can get wet (e.g. water shoes or crocs)
- Dry change of clothes, in a labeled gallon-size ziploc bag, including socks & underwear
- One morning snack. ICG will provide an afternoon snack.
- Nutritious lunch
- One full water bottle
- Sunscreen (please apply before arriving at camp and bring along for reapplication mid-day)
- A towel
- Signed All Community Agreement (on Mondays)

## **PIZZA FRIDAY**

Every Friday campers and staff make pizza on the grill for lunch. We'll provide dough, sauce, cheese, and toppings. Campers will be able to harvest additional herbs and toppings from the garden. If your child has a dietary restriction, they are welcome to bring gluten free dough, vegan or kosher cheese, or other items on Fridays. Check these in with camp staff in the morning so they can be labeled and added to the cooler. Although your camper might not need a full packed lunch on Fridays it is helpful for them to have some small items, piece of fruit, snack, some veggies, to round out their pizza meal.

## **CAMP TEES**

Each camper will receive one complimentary ICG t-shirt. It can be chosen on the Wednesday of your first week of camp with ICG. Additional t-shirts can be purchased for yourself, siblings, and friends for \$12 on Wednesday mornings.



# Memories to Last a Lifetime

## A GREAT DAY AT CAMP

You may notice a great deal of flexibility and choice in our daily schedule. This is by careful design. Summer is a special and important time for children to explore, discover, and direct their own experiences. Play is an important vessel for learning, and we take it seriously!

SAMPLE FULL DAY SCHEDULE	SAMPLE HALF DAY SCHEDULE
<p>8:30 Children begin arriving at ICG Camp... ...morning games &amp; garden explorations</p> <p>9:00 Garden Call &amp; Community Building</p> <p>9:20 Opening Circle</p> <p>9:40 Snack</p> <p>10:00 Guided small group &amp; choice activities</p> <p>12:00 Clean up/Prepare for Lunch</p> <p>12:15 Lunch under the Story Tree</p> <p>12:45 Reapply sunscreen/Share afternoon ideas</p> <p>1:00 Free play - Hands-on-Nature Anarchy Zone</p> <p>2:00 Free play and choice activities in other areas of the Garden open</p> <p>3:15 Closing Circle and Backpack Check</p> <p>3:45 Snack</p> <p>4:00 Parent Pick Up</p> <p>4:00-5:30 Aftercare available</p> <p>* On Wednesdays all full day campers leave after morning snack for a hike on the adjacent Black Diamond Trail, returning around noon for lunch</p>	<p>8:30 Children begin arriving at ICG... ...sensory bins and stories</p> <p>9:15 Morning Songs &amp; Opening Circle</p> <p>9:40 Bathroom Break &amp; Snack</p> <p>10:15 Thematic Explorations and Activities</p> <p>10:45 Free Play</p> <p>11:45 Bathroom Break &amp; Wash Hands</p> <p>12:00 Lunch</p> <p>12:30 Parent Pick Up</p> <div style="text-align: center;">  </div>

## CAMP CHECK-IN

We kindly request that your camper arrives by 9am each morning, as we structure the day with important transition time first thing. Once you arrive, please check your camper in at the registration table. A friendly mentor will greet you. Please use check-in to alert staff to anything that can help us best support your camper (changes in pick up routine, something that might be on your child's mind, etc.) You may add your child to the aftercare roster during check-in (based on availability).



# Camp Policies & Procedures

## ENROLLMENT PROCEDURE

Enrollment for each week is contingent upon the following:

1. Completed 2018 Summer Camp Registration Form
2. Payment in full or a completed scholarship agreement
3. Signed "2018 Camp Policies, Procedures, & Acknowledgement of Risk" Document
4. Immunization Records (or letter stating your choice not to immunize) & completed Health Form
5. Confirmation: we will confirm your enrollment for camp after receiving 1-4 listed above. Without confirmation, your child is not enrolled.

## Drop-off and visitation policy

We want every child to feel comfortable and welcome at camp. Parents are invited, especially if ICG camp is a new experience, to support your child in making a smooth transition into camp. If your child benefits from more leisurely transitions, please plan to utilize the 8:30-9am period to help your child feel prepared for their day. We request parents say goodbye to their camper by 9am with encouragement for a wonderful day at camp. Although campers are typically delighted to say goodbye to their adult and hello to their camp friends, if you find your child is requesting more of your presence than this time allows after the first day, please contact the camp director.

The ICG camp day is structured to provide total care and enrichment for your child with your child's safety, wellbeing, and development in mind. It can be confusing and sometimes stressful for children to have parents drop in without notice. If you anticipate a need to visit the site during the day, please alert the camp director.

## Cancellation & Refund Policy

Should you need to cancel your camp registration, please be advised of the following refund structure:

Cancellations made by MARCH 1 will receive a full refund, minus a 20% administration fee.

Cancellations made by APRIL 1 will receive a 50% refund, minus a 20% administration fee.

Cancellations made by MAY 1 will receive a 25% refund, minus a 20% administration fee.

No refunds will be granted after MAY 1 with the exception of cases of serious illness or injury, and this request must be accompanied by a physician's note. A camper who does not arrive, arrives late, leaves early, or attends only a part of the session will not receive a refund. If a camper is experiencing a difficult adjustment to camp or is sent home because of a behavior problem, no refund will be granted. ICG refunds all payments for enrollments cancelled by us, unless otherwise noted above. Refunds will not be granted to weather-related cancellations.

## Late Pick-up Policy

If your child remains in our care beyond the designated pick-up time, we reserve the right to charge for the additional supervision costs incurred. The cost is \$15 for each fifteen minute increment or portion thereof. By signing this form you agree to pay late pickup fees.

## COME PREPARED

Required items are listed on ICG's Summer Camp "To Bring List" (page 2): For the health of your camper, and to facilitate a high quality camp experience, we provide a list of required items that your child must bring each day of camp. Your detailed attention to this list will facilitate a positive camp experience for your child, and for the whole group. If your child arrives without the required items, he or she may be sent home. We have found there is a direct relationship between how prepared a child is and how well they adjust to camp.

## Photo, Medical, Sunscreen, visitation & Transport Release

I give permission for Ithaca Children's Garden and Cornell Cooperative Extension staff and emergency medical personnel to give my child medical treatment if necessary. I understand that I must alert Ithaca Children's Garden staff to any medical conditions or allergies that my child may have, and I hereby assert that I have done so to the best of my ability. I give permission to ICG staff to assist my child in applying sunscreen when my child asks, and for ICG to use their sunscreen if my child does not have any. I give permission for Ithaca Children's Garden and Cornell Cooperative Extension staff to transport my child. I give permission for my child's photo to be used for Ithaca Children's Garden or Cornell Cooperative Extension promotional/educational media, and agree to receive information about future Ithaca Children's Garden programs. I understand that visitation and phone calls from my family/friends are not part of the program beyond: drop-off period, pick-up period, special arrangements made with camp director, and emergencies. I have read and agree to all camp policies as outlined in this document. I understand that ICG reserves the right to add or adjust policy as needed at any time.



# Acknowledgement of Risk

I warrant that I am the legal parent/guardian of the child indicated below and hereby apply for my child to participate in the activity or activities indicated below to be conducted by Ithaca Children’s Garden and acknowledge as follows:

I fully understand and acknowledge that there are inherent risks and dangers in my child’s participation in the activities at the camp. My child’s participation in said activity and use of any equipment related to such activities may result in their injury, illness or death and/or damage to personal property, and furthermore my child may get wet, muddy, hot, and bug bitten. I understand other participants, accidents, forces of nature or other causes may cause these risks and dangers and I hereby accept these risks and dangers.

My child is in good health and is at or above the minimum age required to participate in this activity and is able to participate in any strenuous physical activity associated therewith.

NAME & LOCATION OF CAMP: Ithaca Children’s Garden, Cass Park, Rt 89, Ithaca, NY 14850. Camp office is located at 1001 W Seneca St, Suite 101, Ithaca, NY 14850 (All paperwork should be mailed to camp office.)

ACTIVITIES: ALL CAMP ACTIVITIES INCLUDING BUT NOT LIMITED TO: PLANT AND ANIMAL CARE, DEN BUILDING, HIKING, RUNNING, JUMPING, GARDENING, COOKING, CRAFTS, DIGITAL PHOTOGRAPHY, DRAMA, ECOLOGY, SCIENCE, SPORTS, BASIC CARPENTRY, AND CHILD-DIRECTED PLAY.

I have read the Policies & Procedures and Acknowledgement of Risk Statement and by signing below, I agree it is my intention to have my child participate in the indicated activities. I understand and fully accept the risks involved and release Ithaca Children’s Garden, Cornell Cooperative Extension, the City of Ithaca, its employees, sponsors, partners, and agents from any liability. This shall be binding on my heirs, successors, assigns, administrators and executors. I am at least twenty-one (21) years of age and I am the legal parent/guardian authorized to sign this document on behalf of the child named herein. By signing this form I assert that I have read the entire form, I understand all of the terms and conditions, and I agree to all of them.

Camper’s Name \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

For reference: This form was signed as part of the registration process



# All Camp Community Agreement

**All Community Agreements** are given to families and children before ICG program begins. We want all of our participants to have a rich, rewarding, enjoyable experience. These simple guidelines provide a safe and supportive environment for youth and staff to make the most of their time together. Parents are asked to share and discuss these with their children before the first day of program. ICG camp is a community!

**1. Respect yourself**

- Stay with your group and respect any guidelines given by instructors.
- Make smart choices to keep you and others safe.
- Ask for what you need – be clear about what that is and then let an instructor or fellow participant know how they can help.
- Enjoy yourself and the experience!

**2. Respect each other and each other's property**

- Be kind, in word and action. Name calling, put downs, and threatening language/actions are not acceptable.
- Keep your hands to yourself – unless part of a mutually accepted activity, keep respectful space between you and other campers, as well as their property.
- When the instructor is speaking, give him or her your full attention. This is essential for the enjoyment and safety of all participants.
- Enjoy each other and the experience!

**3. Respect the Environment**

- Take care of the land, living things, and materials.
- Leave an area in better condition than you found it.
- Enjoy the earth and the experience!



**Consequences for Breaking Camp Agreements**

**1<sup>st</sup> chance:** Camper will have a reminder and review this Agreement with a staff member. Will have a cool down period if warranted.

**2<sup>nd</sup> chance:** Camper will talk with Camp Director and parent will receive a phone call.

**3<sup>rd</sup> chance:** Parent, Camp Director, and camper will have a meeting and camper may be removed from camp. No refund will be given.

**I have read the All-Camp Community Agreement and shared the information with my child:**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Camper Signature \_\_\_\_\_ Date \_\_\_\_\_

## ABOUT ITHACA CHILDREN'S GARDEN

Ithaca Children's Garden is a non-profit organization and public garden committed to fostering the whole child and health of the environment, and has been working towards this mission since 1997.

ICG serves more than 8,000 youth each year through direct programming, and more than 54,000 through events, programs, and visitation to the garden. We recognize the importance of connecting children to the natural world in fun ways that make a real difference, and the support of our community allows us to impact lives in healthy, fun, and innovative ways.

Whole Child, Whole Planet



[ITHACACHILDRENSGARDEN.ORG](http://ITHACACHILDRENSGARDEN.ORG)

