

Oatland Island Wildlife Center Summer Camp

Parent Manual

**Thank you for joining us for our summer camp program.
Please read the following information carefully to insure everyone
has an exciting and successful camp experience!**

Typical Camp Day 9:00am-3:00pm

- All campers will gather in the conference room between 8:30 and 9:00am. (Earliest drop off is **8:30!** Please see "Arrival" below.)
- At **9:00**, campers will divide into their classrooms.
- Classes usually go out on the trails early for activities to avoid the midday heat.
- Campers are usually back in their classrooms between 11:00 and 1:00 to cool down and have lunch.
- **Please be aware that most camp activities take place outdoors, however, some "cooling off" time is necessary throughout the day. During these times and during lunch breaks, videos or movies may be shown to the class. Our videos include educational documentaries and G-rated movies.*
- Another trail activity is scheduled for the afternoon, followed by a snack.
- Campers meet in the conference room before Carpool for an animal encounter and camp is dismissed at 3:00.

Discipline

Oatland Island Summer Camp uses a four stage disciplinary plan to control continuous disruptive behavior from camp students. Disruptive behavior is initially addressed by the classroom teacher.

1. If the student's behavior does not improve, the child is brought to the Summer Camp Coordinator's office to be reprimanded.
2. Upon the second incident of misconduct, the child is brought to the office again, and the parent is notified by phone.
3. Upon the third incident, the parent is called again, and thus informed that if the behavior continues, the child may be dismissed without refund of camp fees.
4. In the event of a fourth incident, the child is dismissed for the remainder of the camp session.

Monday Orientation

- **Every Monday morning begins with Orientation at 9:00.**
- Be prepared to allow up to 30 minutes of your time for orientation procedures.
- Please arrive before 9:00 to allow time to sign in, get your car tag and receive your t-shirt before orientation begins.

Arrival

- Every morning, our gate will automatically open at **8:30** to allow campers to arrive.
- Wait until the gate opens ***on its own timer*** before entering.
- **Do not** follow staff members or volunteers arriving for work through the gate.
- Staff will not be available to supervise any campers arriving before 8:30. Oatland policy does not allow children under the age of 14 to be on the property without adult supervision.

Late Arrivals

- At **9:00**, campers divide into their classes and begin activities.
- Many go outside immediately to avoid the midday heat and may venture out on the trails far from their classrooms and the Welcome Center.
- If you are going to arrive late, **after 9:00**, we must know in advance by a written note, e-mail or phone call to the camp coordinator.
- With notification, we will try to have your child's class near the Welcome Center for drop-off.
- Without previous notification, you will be responsible for locating the class on the property and escorting your child where they need to be to join their class.

T-Shirts

- Campers will receive **one t-shirt** for each week of camp attendance.
- For your child's safety, Oatland Summer Camp t-shirts must be worn every day.
- All previous years' colors are acceptable attire.
- Additional t-shirts may be purchased at Orientation on Monday mornings for \$10.00.

Car Tags

- At orientation, you will receive a '**car tag**' with your child's name.
- Do not make one of your own! The uniqueness of the hand-drawn cards prevents them from being duplicated and falling into the wrong hands.
- You must bring it every afternoon to pick up your child.
- It serves several purposes, most importantly, your child's safety. The person with this tag is the person that *we know* is allowed to pick up your child.
- This tag is also your 'ticket' to come through the admission booth without paying admission!
- Extra tags may be made for you **after Orientation** if you are sharing pick up with other parents.

Early Pick-up

- If you need to pick up your child early, before **3:00**, we must know in advance by a written note, e-mail or phone call to the camp coordinator.
- With notification, we will try to have your child's class near the Welcome Center for pick-up.
- Without previous notification, you will be responsible for locating the class on the property and escorting your child back to the classroom in the Welcome Center to get personal belongings in order to leave.
- *Note-you will need your car tag for picking up early.*

Carpool / Dismissal

- **To avoid dangerous foot traffic across the road to and from the parking lot, we strongly encourage you to use our carpool system, however, to make it run smoothly we need everyone's cooperation.**
- You must bring your car tag every day to pick up your camper.
- Please do not place it inside the windshield on the dashboard. The reflection from the trees makes it difficult to read. Rolling your window down and holding it out for us to see works great!
- Check in at the admissions booth, (with your car tag visible!) then follow the one-way road to the right around the building. We will have your child ready to be picked up at the end of the sidewalk in front of the main building.
- Afternoon Carpool begins at 3:00 and typically wraps up by 3:15.
- **Do not** line up for carpool before 3:00. Doing so creates a backed up line that prevents visitors from being able to come in and park.
- **Do not** park in the visitor lot and walk across the carpool line to get your child.
- If you arrive before 3:00, you will be asked to wait in the parking lot, then at 3:00 you may drive around the building to join the carpool line.
- Picking up your child after 3:30 will result in a \$10.00 ExtendedCare fee.

ExtendedCare

- ExtendedCare must be pre-arranged before the camp week begins.
- The fee is \$40.00 for each child for each week.
- Special circumstances approved by the camp coordinator may allow for a \$10.00/day arrangement.
- ExtendedCare parking is in the **back** of the Welcome Center in the circle around the palm tree. (Do not turn right at the stop sign after the admission booth as if you were going to visitor parking or carpool. Continue straight ahead toward the palm tree.)
- Park and bring your car tag inside to pick up your child.
- Campers staying for ExtendedCare will be in the conference room where Orientation takes place.
- If you are arriving between 4:00 and 5:00, our gate will be closed. Press the blue button on the gate keypad for entry.
- ExtendedCare ends at 5:00. Additional fees may apply for tardiness.

Cancellations/Changes

- Once your original application is processed, any changes to your camp selections will result in a \$25.00 processing fee.
- If you must cancel a camp, you must do so with **at least** a two week notice, however, a \$25.00 processing fee will apply.
- Cancellations made within two weeks of attending camp are not entitled to refunds.
- Refunds for ExtendedCare are not available.

Consent for Treatment

Safety precautions will be taken at all times during camp activities. In the event of illness or injury, the Parent/Guardian will be contacted immediately. By submitting a signed Oatland Island Summer Camp application, the Parent/Guardian consents to the following:

- If the Parent/Guardian is unable to be contacted after numerous attempts, medical treatment deemed necessary by a licensed physician or dentist will be utilized.
- In a life threatening situation, emergency medical care will be provided to ensure your child's safety.
- If deemed necessary, your child will be transferred to a hospital.
- The Parent/Guardian will accept full financial responsibility for the payments of all charges made for medical services rendered.
- The Parent/Guardian will absolve school officials of any liability who in good faith comply with this procedure.

Medication

- Oatland Island Wildlife Center does not have an onsite medical technician/nurse.
- If your child needs medication during camp hours, you must be available to administer the medication. This includes both prescription and OTC drugs.
- ****Please continue all behavior enhancing medications!***

No Pets

- Oatland has a very strict policy against pets on the property - for the safety of your pets and our animal collection.
- The No Pets Policy includes drop-off and pick-up! If you must have a pet with you during drop-off or pick-up, it must be contained **in a kennel** inside your vehicle.
- If a pet is left unattended in a vehicle, authorities will be notified.

Gopher Tortoises

- We are fortunate to have several of Georgia's state reptile, the gopher tortoise, living in burrows on our lawns. These animals are a threatened species and therefore protected. PLEASE use caution while driving! Gopher tortoises are very active during the summer months and cross our roads and parking lot often. They move slowly, so be aware and avoid harming these wonderful animals!

Confirmation Letter

- Save a copy of your confirmation letter to keep for TAX purposes next year!

Friday Open House

Every Friday at 2:00pm, we will have early dismissal and a chance for parents and siblings to see what we did this week at Oatland Island Summer Camp. Please park in the visitor parking lot and come inside the main building to your child's classroom - we will not have afternoon carpool on Fridays. You and your camper's siblings are welcome to walk the Oatland trails free of admission, but please remember that the trails close at 4:45pm. This is also a good time to check Lost and Found for personal items and pick up additional crafts.

What to Send with Your Camper

- **LUNCH**

Pack a lunch for your camper each day. Lunches must not require refrigeration or the use of a microwave. Snacks such as sno-cones, popsicles or watermelon will be provided.

- **WATER**

Please send a clean refillable water bottle to camp each day.

- **CLOTHING**

For your child's safety, **Oatland Summer Camp T-shirts** must be worn every day. Shoes with socks are recommended, as sandals/flip flops do not protect feet on the trail.

Sprinkler Day Attire

One or two days each week, your child will have the opportunity to cool off with some splashing fun! On Wednesdays and Thursdays, an area is set up for campers to play in the sprinklers and have squirt gun fun! A flyer will be sent home to let you know which day to send in extra items. A bathing suit or a change of clothes that can get wet, as well as shoes that can get wet, are a must. Squirt guns and towels are optional.

- **We ask that you do not send bug spray or sunscreen.**

Board of Education policy states: *The parent is responsible for the application of sunscreen or insect repellent, because of the potential of over application and allergic reaction. Students should not be allowed to bring or apply these items at school for the same reasoning. Like other over-the-counter medication they have the potential of being abused or given to others causing illness.*

Please apply these items *prior to arriving* for camp each morning. If bug spray is necessary, we recommend spraying only on clothing instead of skin. **Note: Oatland is notorious for red bugs/chiggers-avoid them by applying bug spray to under garments where elastic meets skin and on socks and shoes.**

- Personal items such as lunchboxes, water bottles and backpacks must be marked with your child's name. At the end of the summer, all unclaimed lost and found items will be discarded.

Thank you, again, for supporting Oatland through the summer camp program. If you have any questions or concerns, please don't hesitate to call. We look forward to seeing you soon!

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