



Dear Parents,

Thank you for considering summer with us! Summer looks a little bit different this year but we are thrilled to welcome you into another awesome summer of learning in Piedmont Park! Our small group size and hands-on activities will offer a range of experiences for your children. We are happy to talk to you about our program offerings and answer any questions you may have. Staff contacts are listed below. Please let us know if there is anything we can do as you plan your summer!

Have a great summer!

Piedmont Park Conservancy Programs Staff

**Contacts:**

Louise Harris, Program Director  
Email: [lharris@piedmontpark.org](mailto:lharris@piedmontpark.org)  
Office: (404) 875-7275 ext. 326  
Cell: (404) 604-6126

Kaycee Walker, Education Coordinator  
Email: [kwalker@piedmontpark.org](mailto:kwalker@piedmontpark.org)  
Cell: (404) 397-4677

**Program Location:**

Piedmont Park Conservancy Community Center  
1071 Piedmont Avenue NE  
Atlanta, GA 30309

**Program Hours:**

Drop-Off	8:30am-9:00am
Program Hours	9:00am-12:00pm
Pick-Up	12:00pm-12:30pm

**Program Sessions:**

8 sessions weekly between June 7, 2021 and July 29, 2021

**Registration Policies**

**Registration and Payment Policy**

- Register online via our website: [www.piedmontpark.org](http://www.piedmontpark.org).
- A transaction fee is applied to all purchases in our registration system.
- We do not accept deposits on registrations. Payments must be made in full at the time of registration to guarantee your child's participation in the program.
- For information on your online account management, please see the 'Help' section of our online registration pages.
- The Regular Registration deadline is **the Friday before the session for which you are registering.**

**Cancellation, No-Show, and Absentee Policy****Please review these policies before making your purchases.**

- All cancellations made more than 3 weeks before the start of the program will incur an administration fee of \$50.00.
- Any cancellation of a program session less than 3 weeks before the start of that session will incur a 50% penalty of the original fee (50% will be returned).
- If a learner misses two or more days of the program due to illness, we will refund the prorated amount of program missed with a doctor's note.
- Learners missing all four days of the program due to illness will be refunded the full amount of program minus a \$50 administration fee with a doctor's note.
- Refunds are processed as they are received. Please allow up to four weeks for processing.
- Please contact the Director (lharris@piedmontpark.org) to facilitate any refunds or for questions concerning our policies.

**Wait List**

- If you are trying to register for a full session, and you complete the registration questions, your child's name will automatically be put on our wait list and you will receive a non-monetary receipt.
- In the event that another learner cancels, we will contact the next person on the wait list until we fill the spot.
- Listing your learner on the wait list does not guarantee admission to the program.

**General Information**

**Dress:** Please send learners in weather-appropriate "play" clothes each day. Closed toe athletic style shoes are preferable and flip-flops are not permitted.

**Water Bottles:** We spend as much time outdoors as possible: **water bottles are absolutely necessary.** Please send your child with a full bottle to start the day. There are many opportunities throughout the day to refill bottles.

**Lunch and Snacks:** Learners must bring a morning snack to eat during the program. Please **pack in a reusable**, but appropriate container, i.e. an insulated bag, as there is no space to refrigerate snacks and there is not access to a microwave. Please label all snack bags and accessories. Children who bring a lunch will be able to eat their lunch beginning at 12 when carpool starts. Children staying for the afternoon fitness session must bring a lunch to eat. An afternoon snack is also recommended for children staying for the afternoon fitness session.

**What Not to Bring:** Please help us by **not sending** the following with your child: money, jewelry, electronics, cards (games or collectibles), fireworks, lighters, weapons, drugs, alcohol, cigarettes, or other inappropriate items. These will be confiscated. Valuables will be returned to parents at the end of the day when possible, however the Conservancy is not responsible for any lost or stolen goods on the previous list. Any illegal materials will result in law enforcement contact.

**PickUp Code Word:** We use a code word to arrange for a secure release of your child at day end to those people you have approved and entrusted with the word. You will create your code word during registration. Please write down your code word when you create it during your registration process and do **not** share it with your child. To ensure this functions as a secure code word only share it with those individuals you have approved to pick up your child. We will have the question that you provided as a hint on hand in case you forget.

### **Drop-Off and Pick-Up Procedures**

For your child's safety please follow these procedures for picking up and dropping off:

1. You may drop off your learner any time between 8:30am and 9:00am.
2. Pull into line directly behind the Community Center (see map on last page of handbook).
3. Please stay in your vehicle and continue to move forward until a staff member tends to you. Parents and caregivers must remain in the vehicle during carpool.
4. Please have your child enter and exit the car from the passenger side of the vehicle.
5. During drop-off the parent must stay until we check your child in.
6. During drop-off, program staff will conduct a daily health screening including a temperature check the temperature of every child
7. To take proper attendance, all late drop-offs must call us (404.397.4677) or (404.604.6126) to arrange with program staff.
8. Learners will not be released unless the appropriate code word is given at time of checkout.
9. **Please Carpool!** If you are picking up several children, you must give the code word for each child. Notes are not necessary and cannot be substituted for the appropriate pickup code word.
10. **Help us all breathe easier by not idling during these times; Please turn off your vehicle to improve the air quality directly influencing our program.**
11. Please be patient. Check in/check out is on a first come first served basis. We will get to you ASAP.
12. Walk-up learner pick-ups are also conducted at the back door. Parents are asked to refrain from approaching from any other entrance or attempting to contact children before they provide a code word. This policy is strictly enforced to maintain the safety of our learners.

### **Early Pick-Up**

If you need to pick up a learner between the hours of 9am and 12pm please be sure to call us (404.397.4677) or (404.604.6126). We will need at least 30 minutes notice to bring your learner back to the Community Center for early pick-up. We can best accommodate you if you let us know ahead of time that your child will need early pick-up. Please inform staff at drop-off so that we can make sure that your child is available when you need them.

### **Late Pick-Up**

Pick-up ends at 12:30pm. Please plan to be on time to pick up your child. Program staff needs additional time to clean and sanitize the building and relies on prompt pick ups.

## Frequently Asked Questions

### What are the themes each week?

- Visit the EnviroVentures Summer of STEAM page on the Piedmont Park Conservancy website for the most up to date information.

### What is a typical day?

- Experiential learning and active exploration
- Themed games and activities
- Science labs and other fun learning opportunities
- Art projects

### Who are the program staff?

- Our program staff is a dynamic team of full time educators and childcare professionals chosen based on their educational backgrounds and experience working with kids.
- All staff are at least 18 years of age and have passed criminal background checks.
- All staff are both CPR and First Aid certified.

### Can my child be in the same group as his/her friend?

- Due to the small program size of 20 participants per week in 2021, all children are together for much of the day
- For some activities and content delivery, children will be placed in groups with similarly aged children

### What do I do with my child's medication?

- All necessary medications including over the counter medicines and inhalers must be given to a staff member during check in daily.
- Please send only the amount of medication needed for that day with detailed instructions, along with the child's full name.
- We recommend using a small, labeled zip lock bag, which we will return at the end of the day.
- Do not send medication with the child; for the safety and security of all learners communication about medication is essential.
- If your child has severe allergies or conditions that require special attention, please contact us to ensure we are meeting all of your child's needs.

### Can parents visit during program hours?

Due to current COVID-19 guidelines, parents and other visitors are not permitted to visit during program hours. We can arrange an early pick-up if needed but must limit the visitors to the program per the current guidelines issued by the State of Georgia and other organizations.

### My child has a sibling who is too young/old for the program. Can they participate?

According to Georgia Department of Early Learning regulations, our learners must be 5 years old by the program start date. We do not take children who are younger than the minimum age for our program, even with older siblings enrolled. We do this to ensure that all participants get the most out of their experience with us. Our activities are



## EnviroVentures Summer of STEAM

designed with our selected age group in mind (5-10), and we are dedicated to giving all learners their attention.

Have a learner older than 10? They can apply for our Park Leadership Team program. Email [lharris@piedmontpark.org](mailto:lharris@piedmontpark.org) to learn more.

## **Behavior Guidelines**

EnviroVentures staff wants our learners to have a successful and fun summer with us. We ask that all learners and their parents go over these guidelines to ensure understanding before the start of the program.

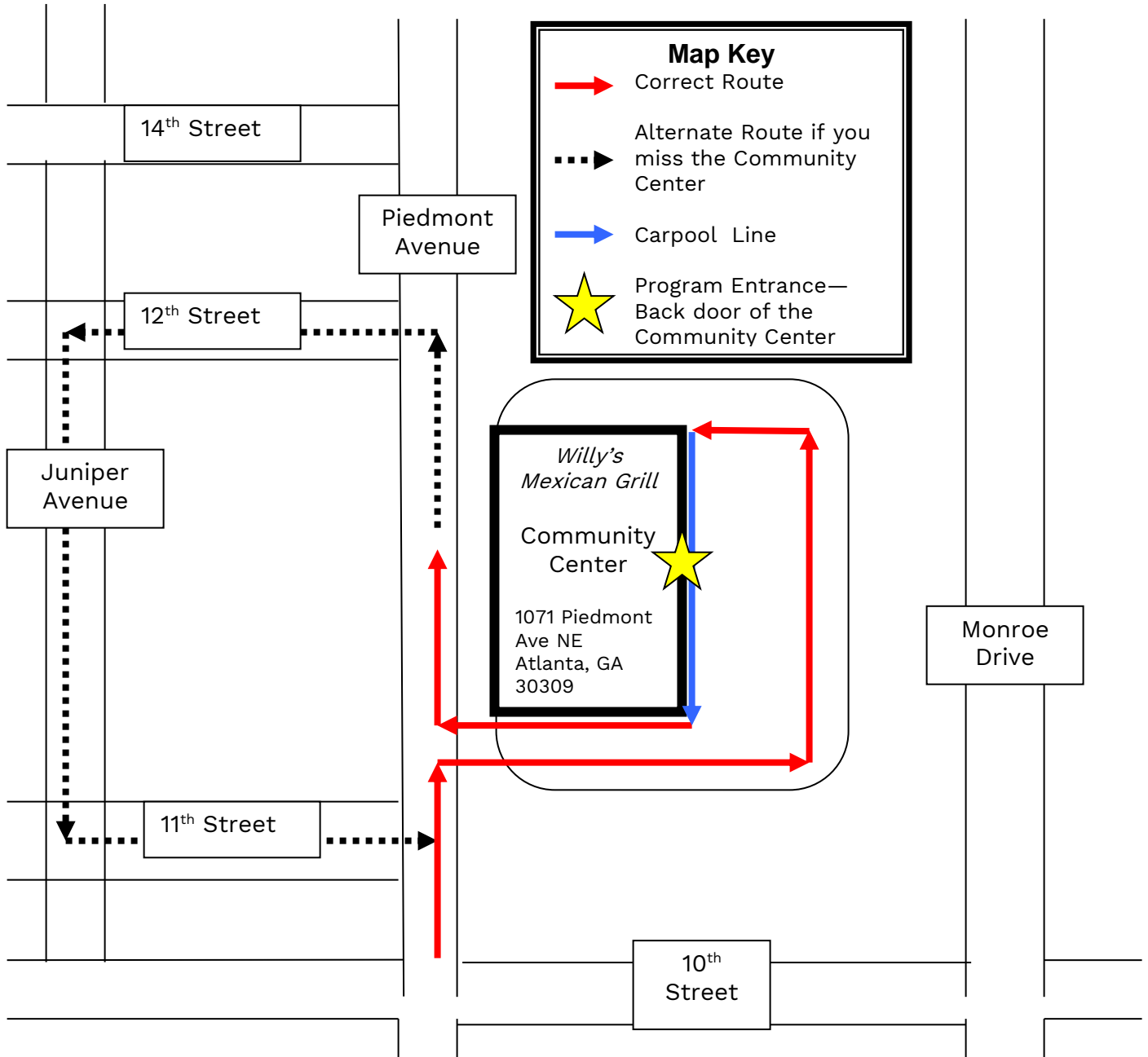
- Respect the Park (including the plants and animals that call it home)
- No violence
- Respect other learners and program staff
- No bullying
- Always stay with the group
- Keep your hands to yourself
- Use positive language and kind words

In the event that a learner does not follow the behavior guidelines, program staff will work with that learner to help him/her have a more successful day using one or more of the following steps:

- Reminders about behavior expectations and program rules with encouragement for good choices
- Conversation with program supervisors about behavior expectations and making good choices
- Short amount of time away from the learner's group to redirect and reflect
- Conversation with the Program Director about making good choices and behavior expectations

Parents are notified of behavioral incidents with written incident reports sent home with the learner at the end of each day.

Respectful of the needs for all learner's personal safety and the safety of others, Piedmont Park Conservancy reserves the right to remove any child from the program at any time. The following acts may result in immediate removal from the program: running away from the group, endangering the health or safety of other learners or program staff, continued refusal to follow behavior guidelines. Please note there are no refunds in the event a child is removed from the program as a result of his/her behavior.



**Phone Numbers**  
**Office** 404.875.7275 x.326  
**Program Cell** 404.397.4677

**\*Map not drawn to scale\***

