



## EnviroVentures Summer Camp 2023 Parent Handbook

Dear Parents,

Thank you for considering summer with us! We are looking forward to an awesome summer and hope to have you join us. Our camps are full of a range of activities including swimming, Park exploration, arts and crafts and lots more! We are happy to talk to you about camp and answer any questions you may have. Camp 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:

Maya Kowalski, Camp Director  
Email: [mkowalski@piedmontpark.org](mailto:mkowalski@piedmontpark.org)  
Office: (404) 875-7275 ext. 325  
Cell: (404) 604-6160

Camp Supervisors  
Email: [camp@piedmontpark.org](mailto:camp@piedmontpark.org)  
Camp Cell: (678)709-9251

### Program Location:

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

### Program Hours:

Drop Off	8:00am-9:00am
Camp in Session	9:00am-4:00pm
Pick-Up	4:00pm-5:00pm
Aftercare	5:00pm-6:00pm *Extra \$50 fee required per week.

### Program Sessions:

8 sessions weekly between June 5, 2023 and July 28, 2023  
\*June 20-23 is a 4 day camp week due to the Juneteenth Holiday\*  
\*July 5-7 is a 3 day camp week due to the 4th of July Holiday\*

## 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.
- Payment plans can be arranged in certain circumstances with some limitations. Please contact the Camp Director ([mkowalski@piedmontpark.org](mailto:mkowalski@piedmontpark.org)) if you are

interested in working to arrange a payment plan. Payment plans are not available after April 1, 2023.

- For information on your online account management, please see the 'Help' section of our online registration pages.

### Registration Deadlines

- The Regular Registration deadline is **the Monday 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 five 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 ([mkowalski@piedmontpark.org](mailto:mkowalski@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 campers in weather-appropriate "play" clothes each day. Closed toe athletic style shoes are preferable and flip-flops are not permitted. We are swimming every day this summer! All campers swim early in the day so we recommend sending your child to camp already wearing a swimsuit. There will be time to change for those campers who wish to change at camp. We also recommend a "just in case" pair of clothes. Campers are expected to change with minimal assistance in and out of swimwear. Make sure that your camper is able to perform this task before the first day of camp.

**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:** Campers must bring a lunch, a morning snack, and an afternoon snack every day. Please **pack in a reusable**, but appropriate container, i.e. an insulated bag, as there is no space to refrigerate lunches and campers will have no access to a microwave. Please label all lunch bags and accessories.

**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 camper(s) anytime between **8:00am 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.
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 to camp.
6. To take proper attendance, all late drop-offs must call the camp phone (678)709-9251. If your child's group is not close we will instruct you to drop off your camper with program staff through the camp office located at the Community Center. Your camper will be connected with his or her group as soon as possible.
7. Campers will not be released unless the appropriate code word is given at time of checkout.
8. **Please Carpool!** If you are picking up several campers, you must give the code word for each camper. Notes are not necessary and cannot be substituted for the appropriate camp code word.
9. **Help us all breathe easier by not idling during these times; Please turn off your vehicle to improve the air quality directly influencing camp.**
10. Please be patient. Check in/check out is on a first come first served basis. We will get to you ASAP.
11. All walk-up camper pick-ups are also conducted at the back door. Parents are asked to refrain from approaching camp 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 campers.

**Early Pick-Up**

If you need to pick up a camper between the hours of 9am and 4pm please be sure to call the camp phone (678)709-9251. We will need at least 30 minutes notice to bring your camper 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 the supervisor at drop-off so that we can make sure that your child is available when you need them.

**Aftercare**

Aftercare runs from 5:00pm to 6:00pm. Campers may be registered online for aftercare at an extra \$50 per camper per week. If picked up later than 6:00pm, Late Pick-Up Procedures apply (see below). If you need to add your child to aftercare for a selection of the days during the week after you have completed your registration, you are welcome to do so. Contact the Camp Director ([mkowalski@piedmontpark.org](mailto:mkowalski@piedmontpark.org)) to finalize registration for aftercare.

**Late Pick-Up**

Camp pick-up ends at 5:00pm. For any pick-up later than 5:00pm, the aftercare fee of \$10 per child per day will be assessed. If a camper has not been picked up by 6:00pm sharp, a late fee of \$1 per minute will be assessed. These late fees may be paid with cash or check. These late fees are due at the time of the late pick-up. Please be considerate of camp staff and your child and arrive on time to pick-up your child. Frequent late arrival may lead to removal from the program.

## Frequently Asked Questions

**What are the themes and topics of each week of camp?**

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

**What is a typical day of camp like?**

- Piedmont Park exploration
- Swimming at our Aquatic Center
- Outdoor sports and activities
- Science labs, and other fun learning opportunities
- Arts and Crafts projects
- Special programs weekly such as Wheels Friday, and more!

**Who are the camp counselors?**

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

**How are the campers grouped?**

- Campers are placed in groups with similarly aged kids
- Groups are organized to maintain a ratio of 20 campers to 2 counselors.

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

- Prior to the first day of camp we can **try** to place friends together in the same group if they are similar ages.
- Please be sure to note your special requests in the specified field during online registration. Please limit your request to no more than 2 campers that your camper would like to be grouped with.
- **With or without notice, we cannot guarantee that campers will be in the same group as his/her friends. We cannot adjust camper groups after each camp session begins.**
- All camper groups are together for much of the day including: swimming, lunch, free play and our end of day activities.

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

- Please complete the following linked [Authorization to Dispense Medication form](#) if you will be sending medication with your child to be administered at camp. **The completed printed form must accompany the medication to camp.**
- 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 campers communication about medication is essential.
- If your child has severe allergies or conditions that require special attention, please contact us prior to camp to ensure we are meeting all of your child's needs.

**Can parents visit during camp hours?**

If parents are interested in visiting during camp hours, please contact the Camp Office to set up an appointment. Visitation is limited and can only be approved and led by the program manager. Visitation can be arranged during lunch, however we prefer to keep active times and swim time campers and staff only to prevent any unnecessary confusion.

**When do campers swim?**

- Campers swim every day, between the hours of 10:00 and noon.
- Please send swimming gear daily with campers including a suit, fresh towel and a bag to tote.
- Since we swim early in the day, many campers come to camp already dressed in their swimsuits to avoid having to change into their suits before swimming.
- Swimming may be canceled in case of inclement weather or unexpected pool closings.

**What are Wheels Fridays?**

Wheels Fridays are a tradition at Piedmont Park Conservancy's day camp programs. Counselors lead kids in the Park to enjoy the Park on their wheels!

- Friday Only!
- Campers must bring their own wheels, which may include bicycles, scooters, skateboards, inline and roller skates. No motorized vehicles allowed.
- If you are unsure about the appropriateness of your wheels check with the Camp Director before Friday.
- Helmets are required to participate in Wheels Friday; other safety equipment including knee and elbow pads are recommended, but not required.
- Please label all items with first and last name.
- All wheels and accessories must go home at the end of the day Friday. Be sure to plan ahead to make extra room for your camper's wheels.
- No camper is required to bring wheels. If he or she does not wish to, or does not have access we will have concurrent activities for them to choose from including team sports, hula hoops, jump rope and sidewalk chalk.
- PPC is not responsible for damaged, lost, or stolen items.

**My child has a sibling who is too young/old for camp. Can they participate in camp?**

According to Georgia Department of Early Learning regulations, our campers 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 at camp. Our activities are designed with our selected age group in mind (5-10), and our counselors are dedicated to giving all campers their attention. We require all campers to be toilet trained and able to change their own clothing (for swim time).

Have a learner older than 10? Campers ages 11-13 can apply for our Counselors in Training program. Campers ages 14-15 can apply for our Park Leadership Team. Email [camp@piedmontpark.org](mailto:camp@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

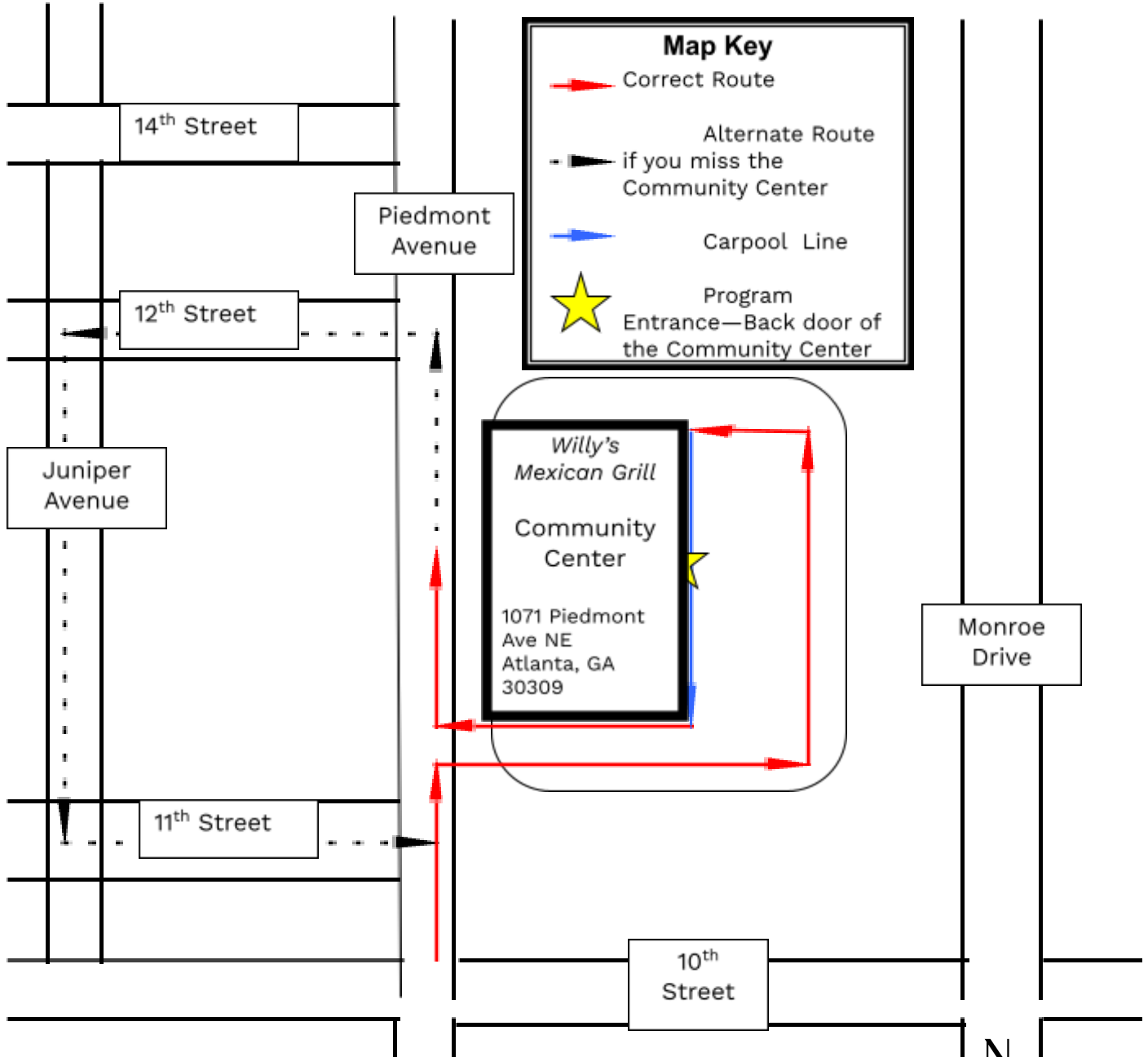
In the event that a learner does not follow the behavior guidelines, program staff will work with that learner to help him/her have a more successful day using one or more of the following steps:

- 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 or verbally threatening 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.325  
Program Cell 404.397.4677

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

