



2019 PARENT FIELD GUIDE

SUMMER CAMP & SCHOOL BREAK CAMPS

Scott & Jennifer Seitz

Owners, Camp Scene Environmental Adventures, LLC

Main Camp Phone (On Site) 404-748-1073 Scott's Cell Phone 404-502-3196

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ABOUT US



Camp Scene Environmental Adventures is a metro Atlanta summer day camp and environmental education after-school camp within the City Schools of Decatur. We are focused on exploring nature, enjoying science and building outdoor adventure skills while instilling curiosity about our world.

Founded in 2010 by Jennifer and Scott Seitz, a certified environmental educator, the program is operated full-time by the owners with support of a quality staff of experienced and talented educators who are highly trained, background checked and certified in CPR/AED and First Aid or more. Camp Scene maintains a staff ratio of 1:7 for field trip camp, lower on river days, and 1:10 for on site camp.

All trip leaders are certified Wilderness Lifeguards and licensed commercial drivers who have undergone professional driver training. In addition, they hold certification in Wilderness First Aid/ or Wilderness First Responder. Highly experienced expert instructors teach many adventure activities, with state-of-the-art safety equipment and risk management procedures. Camp Scene is fully insured and Scott is a member of the Environmental Education Alliance (EEA) and the American Camp Association (ACA).

Our Location



We are located at **743B E. College Ave. in Decatur**. Our facility is located next door to the Sierra Club. It includes a fenced playground off the outdoor patio area, an expanding garden and chicken coop.

Parking is available along Sams Street on the camp side of the street, with access at the gate next to the playground.

Our Program Objectives

Our full-day camp is designed to:

- Help campers feel comfortable in the natural environment and enjoy spending time outdoors in a variety of recreation activities
- Build appreciation for and knowledge of ecological principles
- Develop an awareness of and responsibility for practices that have minimal impact on the environment

We achieve these objectives by providing a safe, engaging program through the dedicated work of industry experts and supportive staff members who provide relevant information and teach valuable skills. Ultimately, as campers spend time outdoors, they come to love and appreciate nature, begin to identify wildlife and learn about Georgia's environment, and form the basis for understanding environmental principles.

PROGRAM DETAILS

Parent 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 throughout the day, call the designated phone number for your child's camp. For field trip camp, you can text or leave a message on the bus cell phone. Although the phone can't always be immediately answered due to travel and/or activities, calls are regularly checked by educators 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 Daily Itinerary, as available.

We recommend that all families opt in to receive text message alerts, which are used for timely communication throughout the day, such as a destination change due to weather or an update in estimated return time. Please ensure that your contact information is accurate on the My Account page of the Parent Dashboard. If we need to reach you for any reason, these are the numbers that are used.

Field Trip Transportation

Camp Scene utilizes three 24-passenger buses equipped with seat belts and hands-free technology. We conduct safety orientation for all campers on our transportation procedures. The bus rides are designed to be enjoyable, featuring camper icebreakers and hands-on activities, in addition to songs and games.

Our driver safety training includes policies on loading and unloading campers, safe operation with vigilant attention within mandated bus speed limits, and enforcement of camper safety, including use of seatbelts and other behavior rules.

Parents will be provided with the detailed Daily Itinerary prior to the start of the session. Any necessary changes to the schedule, such as due to inclement weather, will be communicated first by text message for families opted in, then by email.

Daily Schedule

The schedule varies day by day based on the planned activities, but here is a general overview.

Field Trip Camp

- 8:15-8:45 a.m. – Parent Drop-off
- 9 a.m. – Bus Departure (Morning snack)
- 10-11 a.m. – Destination 1 Activity begins (and continues until about 3 p.m. if full-day activity)
- 12:30 – Lunch, or Lunch on bus
- 1:30-2 p.m. – Destination 2 Activity begins (Afternoon snack)
- 3-4 p.m. – Bus prepares for departure to camp
- 5:30-6 p.m. – Parent Pickup (5-6 p.m. for some School Break Camps; 6-7 p.m. for Summer Fridays unless otherwise noted)

On Site Camp

- 9-9:15 a.m. – Parent Drop-off
- 9:30 a.m.-Noon – Activity/Project rotations
- Noon – Lunch
- 12:30 – Water Activity begins
- 2-4 p.m. – Activity/Project rotations (Afternoon snack)
- 4-4:15 p.m. – Parent Pickup
- 4:15-5:30 p.m. – Extended Pickup (Additional activity)

Unfortunately, early drop-off times cannot be accommodated to ensure proper staff ratios during daily camp preparation. Gates will open at the scheduled time. Parents are responsible for their camper's supervision until they are checked in with a camp staff member.

POLICIES & PROCEDURES

Safety

Safety is our top priority. It is the primary duty of staff to keep campers physically and emotionally safe and to avoid injuries by constant, close supervision and vigilant risk management throughout the day. All staff members receive thorough 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.

Activity Safety: Camp adheres to top industry standards to ensure safety during all camp activities, including proper staff training with relevant certifications and proper use of safety gear and equipment. Coast Guard-approved personal flotation devices are used by all campers and staff for all water activities except swimming.

Swimming: We recommend that campers attain basic swimming skills beginning at age 4 prior to attending camp, but it is not a requirement for participation. Before campers enter the water, swim checks will be conducted by our Wilderness Lifeguard to determine level of ability. Many campers prefer to stay on the sandy beach or in shallow areas regardless of ability, and swimmers are not permitted to enter deeper water without skills verification. We discourage the use of swimming aids, such as inflatable arm bands.

Weather/Building Safety: Our policies protect campers wherever they are, including 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. Emergency and evacuation plans have been developed, trained and rehearsed.

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, 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 medical issues, social or behavioral issues, allergies, medications or special diets. This information is shared with staff as needed and is communicated on confidential Camper Rosters.

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 to your child's participation.

Allergies: All severe allergies require an Allergy Action Plan form. The form and any required medication, such as epinephrine injectors, will be kept with the camper's trip leader at all times. These Allergy Kits travel on field trips with the camper, or will remain in the office if the camper is on site. It is the parent's responsibility to provide current, unexpired medication.

Medication: If your child requires any prescription medication(s) to be administered during camp, we must have your signed Medication Authorization on file giving us permission and instructions, including the dates that the authorization is in effect. Campers should not be sent with medication. All medications must be labeled and stored in the original prescription container.

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 Permission.

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

- Temperature over 100 degrees
- Severe cold with fever
- 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

If a camper becomes ill, 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 field trip camp circumstances, this may be after the return bus ride home.

Children sent home may not return the next day. To return to the program they must:

- Be free of symptoms for 24 hours
- Have taken the appropriate medication for 24 hours
- OR Have a note from your health care professional stating the diagnosis, if appropriate, and that your child is not contagious and/or that your child may return to the program
- Some more serious illnesses require longer recovery before a return. We adhere to the Communicable Disease Recommendations by Children's Healthcare of Atlanta.

Injury: Staff are certified in CPR/AED and First Aid and well trained in emergency procedures. We stock first aid kits at the facility and on the bus. All field trip leaders have Wilderness First Aid or Wilderness First Responder certification. Parents will be notified of treatment of minor injuries at the end of the day. Parents will be notified by phone in the event of a more serious injury.

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 Eggleston-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.

Behavior

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: 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 1st offense will be a verbal warning and discussion with a staff member. A 2nd offense will be a written notice or conversation with parents describing the behavior and how staff attempted to redirect the behavior. A 3rd 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.

Drop-off & Pickup

Parents should park along Sams Street and walk to the gate near the playground for drop-off and pickup. On Monday mornings, a staff member will direct you to a check-in table for collection of forms and T-shirt distribution.

Attendance: If your child is going to be absent from camp, please email office@campscene.com to notify us before 8 a.m. Unfortunately, there are no camp make up days or refunds for missed days.

Late Drop-off: Please notify us as soon as possible if you are running late for field trip camp. 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.

Late Pickup: If you are late for pickup and there is no communication, we will begin to call other listed contacts. Late arrivals incur a \$1 charge per minute beginning 5 minutes after the pickup period ends.

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. We are aware of normal traffic and delays and work hard to manage the schedule.

Summer Fridays: Our intended return time for field trip camp on most summer Fridays is between 6 and 7 p.m., although some destinations are planned as late as 7:30-8 p.m. based on distance. Parents are updated with a more specific arrival time from the bus. Pizza dinner will be served, with special dietary needs accommodated.

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 page. 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.

Lost & Found

Camp staff work diligently to prevent campers from leaving behind beach towels, changes of clothes, water bottles and more at our destinations. Occasionally, these items are left on the bus. We recommend labeling all personal items, such as with permanent marker on tags.

Personal belongings that are unlabeled will be stored in the Lost & Found bin, which is outside at daily pickup near the green fence. In the event of rain, it will be inside near the glass garage door. Please regularly check for anything that belongs to your camper!

If your camper requires medication at camp, please be sure to claim this on your camper's last day.

Cancellations & 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. Refunds cannot 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" page of the Parent Dashboard. **Please print, sign and upload these forms prior to your session start date to expedite first-day check-in procedures.** 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

Outdoor activity in hot, summer weather can be physically demanding even for healthy, active children. It is extremely important that all campers get plenty of rest and eat a substantial breakfast. For field trip campers, additional evening activities are not recommended.

Water bottle: Campers should bring a water bottle, preferably a wide-mouthed, reusable bottle. We provide ice and regular water refills to keep campers hydrated. 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 have found that campers often have a larger than usual appetite with all of the daily activity, so please keep in mind during preparation. 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 a variety of fruit for morning and afternoon snacks, in addition to whole-grain snacks, or gluten-free options. Snacks from home also are welcomed based on your camper's preferences. We do not serve any nut products.

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.

Water clothes: Every day, campers should bring a bathing suit, towel, extra pair of dry clothes and bag for wet clothes. For girls, two-piece suits such as tankinis often provide easier changing and restroom visits. There will be water activities on most days of on site camp and swimming on most days of field trip camp.

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

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 Camp (See Field Trip Day Camp Checklist)

Weather Preparation: Most activities are rain or shine. 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.

Water Days: Water shoes or all-weather sandals with straps (such as Teva or Keen sandals) are highly recommended as a secondary pair for water activities in which shoes are mandatory. Crocs with a strap are acceptable.

On river days, please pack lunches in a brown paper bag. Lunches will be transported all together.

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 leave permanent stains. Bring a spare set of clothes and shoes to change out of after the caving trip.

Horseback Riding Days: Closed-toe shoes with backs are mandatory. Shoes with a one-inch heel are recommended. Long pants are suggested for a more comfortable ride.

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

- Labeled water bottle
- 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
- Sunscreen or insect repellent if not authorizing camp supplies
- Optional: Extra snacks

What to wear

- Comfortable outdoor clothes, such as Camp Scene T-shirt and hiking short
- Closed-toe hiking shoes or tennis shoes with socks
- Bathing suits may be worn under clothes for planned water activity days. For girls, two-piece suits such as tankinis provide easier changing and restroom visits. Pack undergarments.
- 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
- Sunscreen or insect repellent if not authorizing camp supplies
- Recommended: Rain jacket or rain gear, in inclement weather
- Optional: Swim goggles
- Optional: Extra snacks

What to wear

- Comfortable outdoor clothes, such as Camp Scene T-shirt and hiking shorts
- Closed-toe hiking shoes or tennis shoes with socks
- Bathing suits may be worn under clothes for planned swimming days. For girls, two-piece suits such as tankinis provide easier changing and restroom visits. Pack undergarments.
- For water 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)
- For caving days, long-sleeved shirt, pants/jeans and spare shoes/socks for potential mud
- Recommended: If horseback riding, long pants/jeans and shoes with a one-inch heel
- 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.