



**SPRINGS PRESERVE™**

# Junior Camp Guidelines

## WELCOME!

We're glad you're here and we hope you're ready for adventure! We've put together this guide to help you understand what to expect and to ensure your child has the best experience. Please read through this information in full and be sure to completely fill out, print and return **ALL THE FORMS** in this packet on your first day of camp. You will only need to fill this packet once each summer.

## HOW TO REACH US

The Springs Preserve Camp Phone is 702-419-4409. This is the number to text during camp if you need to send a message to a camp lead such as a late arrival, an early pick up, or other information about your camper. During an emergency, you can call this number to speak directly to camp personnel.

For non-emergency questions about camp, such as inquiries about our camp policies, these forms, or what to expect, please contact our camp lead at 702-822-7784. Our camp lead is also available to speak in person with parents or guardians during extended care.

## CAMP LOCATION

All camps take place at the Springs Preserve located at 333 S. Valley View, Las Vegas, NV. Once you enter the main drive, please look for the fork towards the South Parking Lot. This will lead you down a hill to a gravel parking lot. Once you enter the Preserve, follow the signs for JUNIOR CAMP to the Patio Gallery. Camp staff are available in the Garden Classroom (near the south entrance) for additional assistance.



## USE THIS CHECKLIST TO MAKE SURE YOU HAVE ALL THE REQUIRED FORMS

- ☐ Authorized Pickup List
- ☐ Medical Treatment Authorization

## TAX INFORMATION

**Our Federal Tax Identification Number is #88-6000363.** Spring break and/or summer statements will not be mailed.

Please keep your receipts/tickets or cancelled checks for tax documentation.

## OUR STAFF

The Springs Preserve Camp team is experienced, enthusiastic and ready provide a week (or more!) of safety, learning, and fun to your children.

- Our camp lead is a full time, year-round member of the Springs Preserve Education team.
- Our staff of counselors undergo a rigorous background check including fingerprinting and extensive training.
- All camp staff are CPR and first aid certified.
- Experts from the Springs Preserve may lead lessons in their specialty, outside guests are always accompanied by camp staff.
- We maintain a minimum of a 1:20 staff to camper ratio at all times. For the majority of the day, the ratio may be even lower to ensure high quality supervision.
- An additional team of counselors in training will provide a greater staff ratio and one-on-one care for our junior campers!

## WHAT TO BRING

Yes! Please bring:

- ☐ A non-perishable lunch. Lunches are not refrigerated. Campers may bring snacks to eat during extended care, but there is no designated snack time during official programming unless medically necessary. **Springs Preserve Adventure Camps are a peanut-free zone!**
- ☐ A refillable water bottle. A cooler of water will be provided for refills throughout the day. Proper hydration is critical to a fun and safe time at camp!
- ☐ Sunscreen. We provide opportunities (and reminders) throughout the day to reapply. Please note that our camp staff cannot apply sunscreen to your camper.
- ☐ A small backpack or bag for carrying items.

We strongly encourage writing your child's full name on everything. Camp staff are not responsible for missing or lost items. Check the lost and found box for any misplaced items. All unclaimed items are cleaned and donated to charity at the end of each week.

## WHAT TO LEAVE AT HOME

No thanks! Please DO NOT bring:

- ☐ Cell phones or other electronic devices such as iPads. If your camper carries a cell phone for emergencies, they will be asked to leave it in their cubbies during camp programming.
- ☐ Toys. Campers will too busy during programmed time. For our extended care or free play, camp will provide a variety age appropriate toys and activities. We ask you please leave items such as stuffed animals, pokemon, beyblades at home. Campers may bring a book to read or a journal for extended care.
- ☐ Items with sentimental or monetary value such as jewelry or cash. The Springs Preserve is not responsible for lost or damaged property.
- ☐ Weapons. We have a zero tolerance policy for knives, including pocket knives, toy/water guns, or other sharp or potentially dangerous objects.



## SNACKS! SNACKS! SNACKS!

We'll be providing a snack each afternoon as part of our educational programming. You can pick up a list of the week's planned snacks at the check in desk. If your child's diet or allergies are in conflict with a planned snack, we will provide a substitution. You are welcome to send your child with additional snacks, but they will need to be eaten during extended care.



*The Springs Preserve is committed to helping each camper have the best possible camp experience.*

## WHAT TO WEAR

Prepare your child properly for camp each day! Clothing should be in good taste, and weather appropriate. It should also be comfortable for a long, active day.

- Campers must wear close-toed shoes for their own safety. Campers wearing inappropriate footwear such as sandals, flip-flops, wheeled shoes, or heels may be asked to sit out of certain activities to prevent potential injuries.
- Sunglasses and hats are strongly recommended to protect your child from exposure to the desert sun.
- Wear clothes that are okay to get dirty or stained—camp fun can be messy business!
- Shirts must cover the waistline.
- Sleeveless shirts must have straps.
- If your child is prone to accidents, we encourage sending a change of clothes. Camp does provide a pair of gym shorts for emergencies.
- On the day that the campers attend the YMCA, your camper **MUST** wear their swimsuit underneath their clothing. There are no changing facilities available, students who are not wearing their bathing suits will not be allowed to swim. Campers will also put their regular clothes on back over the swimsuit after swimming is over; thanks to our arid climate wet clothes are not generally an issue.
  - Swimwear with string/tied fasteners are not permitted
  - Campers may bring flip-flops, water shoes, or goggles to wear at the YMCA, but must wear close-toed shoes the remainder of the day.

## CAMP HOURS

Our official programming runs from 9:00-4:00, Monday through Friday.

- Included in your camp fee, we offer extended care from 7:00 am to 6:30 pm.
- If your child is not picked up by 6:35 a \$10 late fee will be charged. The child cannot return to camp until the charge is paid.
- Campers not picked up by 7:00pm will be considered abandoned and the proper authorities called.
- Late arrivals and early pick ups should text the camp phone 702-419-4409 so a counselor can assist you with sign in/ and sign out. Depending on where we are on the Springs Preserve property, this process may take a few minutes! We cannot check campers in or out from any other locations.

## SIGN IN/SIGN OUT

All children must be signed in and signed out by a parent or guardian of at least 16 years of age. Campers will not be released to any person not listed on Camper Approved Pickup List.

### NO EXCEPTIONS!

- **For your child's safety, we do not allow changes to this document over the phone.**
- We require photo ID daily at the time of pickup— every day, regardless of how familiar you may be to camp staff.
- Photo ID must be government issued, such as a driver's license or passport.
- For early check-out, or late check-in, if the camp room is empty, please wait for the arrival of camp staff before signing the sheet.
- Sign in each child on a separate line.
- Campers may not sign themselves in, you must walk with your child to the camp room (Patio Terrace room) every morning.

## REGISTRATION & REFUND POLICIES

We encourage you to register in advance to secure your child's spot in camp. Camps do frequently sell out, and refunds are extremely limited.

- No refund or credit will be given for days missed during the camp week for which your child is registered.
- No refund or credit will be given if your child is dismissed from camp for inappropriate behavior.

Before you cancel an existing reservation, your first option may be to transfer your reservation to another week instead.

- A transfer to a new week may be done without additional costs or fees if completed at least 14 days in advance.
- Transfer requests can be made in person at the Ticket Window, or by calling 702-822-xxxx.
- For example, if you have purchased Week 2 and wish to transfer to Week 3, your transfer request must be made by the Monday of Week 1 and space must be available in the week to which you wish to transfer.
- If the week(s) to which you wish to transfer are full, and we are unable to accommodate you, you must submit a cancellation request.
- For cancellation requests received by 5:00 pm on the Monday prior to the week of camp, a refund will be processed minus a \$50 cancellation fee per week.

Cancellation requests received less than 7 days prior to the first day of camp are 100% non-refundable

## WHAT ABOUT POOL DAY?

Our campers will visit the pool located at the Bill & Lillie Heinrich YMCA for approximately two hours of pool time. Your camper's safety is of the upmost importance to us during this excursion. Here are a few things you need to know:

- We do walk to the YMCA. Your campers will be escorted by their full contingent of counselors, counselors in training, and two of our full time Security staff. The Security team will direct traffic to allow a safe street crossing for camp.
- The YMCA also has an onsite team of certified lifeguards. We will be limiting our play area to the shallow end of the pool, where campers can stand up easily in the water so even if your child is not yet a swimmer they will have a safe and fun experience. This shallow area includes a water-playground with a slide and many interactive features.
- All campers must wear their swimsuit underneath their regular clothes, although swim trunks may be worn in lieu of shorts. Please see "What to Wear" for more information.
- We cannot do checkout from the YMCA. If your child needs to leave during that time frame, please plan to pick them up during lunch before we leave property.



## WHAT WILL CAMPERS BE DOING?

Camp program activities are planned from 9:00 to 4:00. Each week of camp has its own unique theme and lessons will center around that theme. This may include crafts, science, or games. Programming also includes a daily story time and one themed snack time.

To take full advantage of the wonderful campus that the Springs Preserve provides, each week will also include lessons with one of our Naturalists and/or Garden Education Specialists, live animal demonstrations, and exploration of our museum spaces. For our Friday picnic parties, each student will be provided with a slice of cheese pizza and a Capri sun.

A movie correlated with the weekly theme plays during extended care and during the lunch hour. We consider this part of unstructured play time, and campers have the option to chat with their friends or relax and recharge by watching a film. All movies are rated G or PG. A list of the designated moves for any given week is available at the check in desk by request.

## HEALTH & SAFETY

Although a physical is not necessary to attend camp, your signed Springs Preserve Camp Program Release of Liability is considered representation that your child is of reasonable physical health to attend camp.

You must have a signed Medical Treatment Authorization for a Minor form on file for camp staff to administer your child's medication. This includes inhalers, epi-pens, and over the counter medicine. All medications must come in the original manufacturer container and placed in a Ziploc bag that clearly states the camper's name, correct dosage and time to be administered.

If your child shows signs of moderate to serious illness such as rash, fever, diarrhea, vomiting, or other symptoms we will call you or your emergency contact and ask you to pick the child up within one hour. In case of lice, campers will be allowed back after following physician's instructions and a minimum of two days' wait. No children showing signs of nits will be allowed at camp. If your child experiences a minor illness or injury at camp, staff will notify you at the time of pickup. In the event of serious injury requiring immediate medical treatment, Springs Preserve staff and Security will call 911 first and the parent immediately after; 911 personnel will be responsible for transportation to local medical facilities. A staff person will stay with your child until a parent or emergency contact is able to arrive.

Per the Americans with Disabilities Act, if your child needs reasonable accommodation to participate in our camp, please make your request to the Education Supervisor. Efforts will be made to accommodate requests within reasonable notice. The majority of the Springs Preserve's historic trails are not wheelchair accessible.





## Springs Preserve Camper Authorized Pickup List

Camper Name: \_\_\_\_\_

Camper Age: \_\_\_\_\_ Camper Date of Birth: \_\_\_\_\_

### Names of Individuals Authorized to Pick Up This Camper

**Only people on this list will be allowed to check out campers.** We DO NOT allow changes to the list over the phone and recommend making the list as thorough as possible. Please use the full legal name of the authorized person, to ensure that the name given matches the name on the photo id. Government issued photo ID will verified every single time the child is checked out, regardless of how familiar the person may be to Springs Preserve Staff.

PLEASE PRINT:

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### Parent/Guardian Information

**I certify that the individual(s) I have listed above are authorized to pick up this camper.**

Parent/guardian signature: \_\_\_\_\_

Parent/guardian name(s) PLEASE PRINT: \_\_\_\_\_



## Medical Treatment Authorization for a Minor

I, \_\_\_\_\_ (parent/legal guardian), hereby grant Springs Preserve Staff, of 333 S. Valley View Blvd., Las Vegas, Nevada, the authority to obtain medical treatment for the following child:

Name of Child (please print): \_\_\_\_\_

Birthdate: \_\_\_\_\_

The above care provider(s) are authorized to:

Obtain medical treatment and procedures for the child as may be appropriate in emergency circumstances, including treatment by physicians, hospital and clinic personnel, and other appropriate health care providers.

Administer medications as follows:

Name of Child: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Amount/dosage to be Given: \_\_\_\_\_

Time(s) to be Given: \_\_\_\_\_

This grant of temporary authority shall be in effect throughout my child's participation in the Springs Preserve Camp Program.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Parent/Guardian printed name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone Number: (\_\_\_\_) \_\_\_\_\_

Alternate Phone Number: (\_\_\_\_) \_\_\_\_\_