Summer STEM Retreat 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 possible 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.

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 one of our camp leads at 702-822-7729 or 702-822-7784. Camp leads are 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 to the parking lot on the left with covered featuring solar panels. Once you enter the Preserve, follow the signs for Summer STEM Retreat to the Partnership Room. Preserve staff are available at the podium from 8:00-4:30 for additional assistance.

USE THIS CHECKLIST TO MAKE SURE YOU HAVE ALL THE REQUIRED FORMS
- Authorized Child Camper Pickup List
- Medical Authorization Form
OUR STAFF
The Springs Preserve Camp team is experienced, enthusiastic and ready provide a week of safety, learning, and fun to your children.

- Our two camp leads are full time, year-round members 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.

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 Summer STEM Retreat is 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.

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

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. 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.

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.
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.
- 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 flips 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.

- For an extra $50 per week per child, we offer extended care from 7:00 am to 6:30 pm.
- We allow a 15 minute grace window on either side meaning you can drop off as early as 8:15 or pick up as late as 4:15 without being charged extended care.
- 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 7:00 pm 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 Authorized 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 (Partnership 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 7 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 utmost 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 the full contingent of counselors, 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. The lifeguards conduct hourly swim tests to allow access to the deep end, on site whirlpool, and waterslide. There is a height requirement for the slide.
- 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 you 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 day of camp will be focusing on a STEM based career field highlighted here at the Springs Preserve. Campers will participate in hands-on experiences shadowing some of our experts in the fields of zoology, archeology, hydrology, horticulture, and audio-visual engineering. Along the way, campers will be exposed to our museum spaces, botanical gardens, living animal collection and all the resources unique to the Springs Preserve. On Thursday afternoon, the campers will relax with an afternoon at the pool, and on Friday we’ll wrap up the summer with a pizza picnic party.

Additionally, campers will participate in daily team-building icebreakers. We provide unstructured free time during lunch as well as during extended care where the kids are welcome to chat with their friends, watch a movie, or play an assortment of board games provided by our staff.

HEALTH & SAFETY

Although a physical is not necessary to attend camp, your signed 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.
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: (_____) __________________
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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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: ____________________________________