



## Policies and Procedures

Thank you for the opportunity to share a wonderful experience with your child through our ANC Outdoor Summer Day Camp. We hope camp proves to be an exciting and educational experience. Students will learn about conservation practices, natural history, and Alabama's wildlife while enjoying hands-on activities such as nature walks, swimming, canoeing, fishing, canoeing, aquatic activities, and fossil hunting. The following are the Alabama Nature Center's policies and procedures.

**Hours:** Expedition Lanark Summer Camp runs from 8:30 a.m. - 3:30 p.m., Monday through Friday. Please contact the Alabama Wildlife Federation office Monday through Friday during regular business hours at (334) 538-1500 or 285-4550 or [awf@alabamawildlife.org](mailto:awf@alabamawildlife.org) for all other camp needs.

**Drop-Off:** Campers may be dropped off at the ANC NaturePlex between 8:00 and 8:30 a.m. daily. During this time, campers will be supervised by counselors and participate in crafts, activities and games.

**Pick-Up:** Campers must be picked up between 3:30 and 4:00 p.m. at the ANC NaturePlex unless otherwise noted. This pick-up time is very important as our gate will only remain open for this short window. Written notification must be provided in order for the child to leave with anyone other than the parent/guardian. Please call Mr. Matt Vines, Camp Director at either 334-285-4550 or 334-538-1500 with any questions.

**Extended Care:** If you elected the Extended Care option at registration (+\$25) then your camper may arrive any time after 7:30 am. Evening pickup is no later than 6:00 pm when our gate is scheduled to close. Written notification must be provided in order for the child to leave with anyone other than the parent/guardian. Please call Mr. Matt Vines at either 334-285-4550 or 334-538-1500 with any questions.

**Weather Emergency Procedures:** In case of weather emergency, camp activities will cease and all participants will gather at the NaturePlex facility. In cases of extreme weather, all staff and campers will move into emergency shelter locations (already identified) within the NaturePlex facility. Parents will be contacted if campers are to be released early from the program. In case of medical emergency, the parent(s) will be immediately notified.

**Behavioral Issues:** The Alabama Nature Center will use a three-strike discipline system. On the first offense, campers will be asked to sit out of the group activity. Parents will be called after the second offense. A camper committing any offense three times warrants permanent dismissal from our ANC Summer Camp Program.

### **Camp Zero Tolerance Behavior**

The following behavior will NOT be tolerated at camp and are grounds for immediate removal from camp for the rest of that camp day and additional days if deemed necessary by the Camp Director. The following behavior can also result in permanent dismissal from the ANC Summer Camp Program. Behavior issues are evaluated on a case by case basis. If suspension or removal from the ANC Summer Camp Program are issued, the behavior will be documented in a behavior report.

- Endangering the health or safety of campers, volunteers, or staff
- Inappropriate touching of other campers or sexual misconduct

- Physical assault of any kind including biting, pushing, kicking, spitting on, or hitting a camper, volunteer, or staff member
- Threats or acts of physical harm, mental harm and bullying
- Leaving the ANC Summer Camp Program or leaving the assigned group without permission
- Using inappropriate language including profanity, obscenities, or vulgarity
- Damage, destruction, vandalism, or theft of ANC property or personal property

***Fireworks, knives, and matches are not permitted. Please do not bring toys, electronics, or large sums of money. Except for special permission, cell phones and electronics will be confiscated if seen by camp staff and given back at the end of the day. Alabama Nature Center is not responsible for lost items and/or money.***

**COVID-19:** Due to COVID-19 related circumstances we ask that if you or your child are experiencing any symptoms outlined by the CDC, that your child not attend camp. We will increase our sanitation efforts to comply with national/local health recommendations. If your child has any allergies to specific disinfectants/sanitizers please let Matt or Amber know. We have restructured some of our practices and activities to adhere to social distancing guidelines during camp. We ask that you have a conversation with your child(ren) about distancing from others in addition to washing their hands frequently. We ask that you encourage not to hug, hold hands, etc... We will also talk with all of the kids once they arrive about distancing. Please send a mask with your child each day for instances when we are indoors.

**Possible Symptoms of COVID-19:**

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Congestion or runny noses
- Nausea or vomiting
- Diarrhea
- Fatigue
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Tested positive for COVID-19

**Family Emergencies:** If you have an emergency and need to pick up your child from camp during regular camp hours, PLEASE call the office at (334) 285-4550 before arriving to let us know that you are on your way. This will allow us time to retrieve your child from distant parts of our property prior to your arrival.

**Injury and Illness:** The Alabama Nature Center reserves the right to release a child if he or she appears too ill to participate in the summer camp program or is considered contagious. The Alabama Nature Center will notify the child's parent or emergency contact and request the child be picked up. The Alabama Nature Center is not authorized to dispense any medication to campers. No prescription or over-the-counter medications may be dispensed while at camp.

**Water Activities:** All campers are required to wear a personal flotation device when canoeing.

**What to Bring:** Each camper should bring a daypack containing the following items: refillable water bottle, swimsuit, towel, sunscreen, sneakers, water shoes, socks, bug repellent, and a change of clothes. Appropriate dress for campers includes shorts, a t-shirt, and closed-toed shoes. Some campers may choose to wear a hat. Campers should not wear flip flops. Some camp sessions involve creek explorations and campers will not be allowed in the creek without closed-toed shoes. Campers may bring a snack and drink or may purchase snacks at the ANC NaturePlex gift shop. **Please label all of your child's belongings.**

**Cancellations:** The Alabama Nature Center must be notified two weeks prior to the camp session for a full refund. If notification is given less than two weeks prior to the beginning of the camp session, a 50% refund will be given.

**Lunch:** Lunch is provided daily and is included in the camp registration fee. Purchased from local vendors, all entrees come with chips, cookies, fruit or fruit snacks and a drink. If your child will/may not eat any of our lunches, please feel free to pack them a substitute.

The weekly menu is as follows:

- Monday – Chappys Chicken Tenders
- Tuesday – Beef Tacos
- Wednesday – Cheese or pepperoni pizza
- Thursday – Grilled cheese sandwich
- Friday – Hot dog cookout

ICE CREAM is \$2 per item sold on Wednesday s at 3pm in the gift shop

**Guardian Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_