



**ENVIRONMENTAL
ADVENTURES**

WWW.CAMPSCENE.COM

**2021-22 PARENT
HANDBOOK
AFTER-SCHOOL CAMP**

Camp Scene Environmental Adventures, LLC
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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.

Founded in 2010, we are focused on exploring nature, enjoying science, and building outdoor adventure skills while instilling curiosity about our world and connecting families in environmental stewardship.

Owner/Director **Scott Seitz** is a certified environmental educator and outdoor enthusiast. A former middle school science teacher, Scott holds professional certification in Environmental Education

and certification as a Georgia Master Naturalist through UGA's Warnell School of Forestry and Natural Resources. He holds a bachelor's degree from the University of Dayton.

Scott is a certified Interpretive Guide through the National Association for Interpretation (NAI), and he is a certified facilitator for Project WILD, a leading national program in conservation; Project WET, a worldwide water education program; and Project Learning Tree, a sustainable forestry initiative. He leads a quality staff of experienced and talented educators who are highly trained, background checked, and certified in CPR/AED and First Aid or more. We maintain a minimum staff ratio of 1:7 for field trip camp, lower on river days, and 1:10 for on site camp.

Camp Scene welcomes parent involvement and invites families to participate in our activities as much as possible. We also are an avid community supporter and actively give back to our local area, organizing service projects, offering financial scholarships and finding ways to be a good neighbor. Camp Scene is fully insured and Scott is a member of the Environmental Education Alliance (EEA) and the American Camp Association (ACA).

Location



We are located at 743 E. College Ave. in Decatur. Our facility, a Certified Wildlife Habitat, includes a fenced playground off the outdoor patio area, a seasonal garden and chicken coop.

Parking is available along Sams Street, with access at the gate next to the playground.

Objectives

Our after-school camp is designed to:

- Provide campers with a high quality, multidisciplinary, experiential curriculum in environmental and life science
- 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
- Encourage campers to discover ways to share what they learn with their families and build a holistic communication cycle
- Provide campers with a service outlet for their creative solutions to make the world a better place

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.

Curriculum Approach



Lesson plans incorporate the latest research from the most reputable sources and align with Georgia and/or National standards.

Our research and study has shown that environmental educators must think beyond current methods in the classroom. We must develop environmental knowledge and stewardship through cultivation of a love of nature – outside the classroom.

By first instilling “the bedding of empathy,” students are able to further any conceptual generalizations into a connectedness that can translate into genuine social action. Children should be given ample opportunity for direct sensory experience in nature, which Camp Scene provides.

Our integrated multidisciplinary lessons surpass core academic milestones, while our activities and field trips offer enjoyment of the world in which we live. We are proud to be leading environmental educators in our community positioned to help a new generation of environmental stewards realize their potential.

The curriculum developed by Camp Scene, “Our Backyard, Our World,” is focused on the idea that the “great outdoors” is all around us for us to enjoy. Our field trips, activities, art, crafts, demonstrations, experiments and discussions revolve around themes that support this concept.

PROGRAM DETAILS

Camp Scene's quality environmental education after-school camp is open to grades K-5, with busing provided from the City of Decatur elementary schools, based on enrollment: Clairemont, Glennwood, Oakhurst, Westchester, Winnona Park, 4/5 Academy at Fifth Avenue, and Talley Street School.

On typical operating days, two camp buses with up to 22 campers will be on a field trip, and the remaining campers will participate in on-site programming. Field trips are rotated to ensure that all campers, including 2-day campers, will have one trip per week. Highlights include:

- Daily environmental hands-on lessons and activities
- Weekly field trips, such as nature hikes at dozens of nearby nature preserves, forests and parks
- A variety of elective interest clubs to choose from, such as gardening, nature art, yoga, biologists, woodworking, rock climbing, disc golf, birdwatching, nature photography, geocaching and more
- Occasional programs with featured guests, such as rangers or specialty activity instructors

Communication

We believe parent communication is key, and we provide important news and relevant updates regularly by email. Camp communication will be provided electronically to the email addresses provided during registration. Please keep your contact information accurate on the My Account page of the Parent Dashboard so that we can reach you.

We recommend that families opt in to receive text message alerts, which are used for any timely communication throughout the day, such as itinerary changes, field trip delays, weather issues, and other related communication.

In the event you need to reach your child while at camp, first call base camp. If your camper is on a field trip, you may be directed to one of the bus cell phones. If not immediately available, leave a text or voice mail to be returned by one of the educators on the trip.

Camp Scene Facility Phone – (404) 748-1073
Director Scott's Cell Phone – (404) 502-3196
On Site Director's Cell Phone – (470) 312-0402
Bus Cell Phones

- Earth (470) 779-1449
- Wind (470) 378-0921
- Fire (470) 378-0938

Please let us know if you would like to schedule a conference regarding any concerns or questions about your camper. We always welcome feedback and suggestions, by phone or email or in person. Pickup time is limited to any brief important updates about the day, and is not conducive to lengthy conversations due to the checkout process for all campers. Conferences can be scheduled day, evenings or weekends.

Online Parent Dashboard

Our camp management system offers several features for parent convenience. On the "Home" page of the Parent Dashboard, you can find latest programming news and ongoing resources, such as the parent handbook, monthly field trip schedules, interest club calendar with descriptions, educator bios and the annual payment schedule. Additional pages offer the following functions:

- **Enrollment:** Register for new camp sessions, including summer camp and full-day camp, and see a list of all enrolled sessions per camper
- **Forms:** Fill out any required forms (web-based for Camp Scene, print & upload for other destinations)
- **Authorized Pickups:** Add authorized pickups for new electronic attendance PINs, with text message retrieval capability on site
- **My Account:** Change password, parent phone numbers or emails, camper home address or add camper photos. View your attendance PIN
- **Financial:** Make payments, update or change primary credit card, or download statements with camp's federal tax ID

Ages of Children/Participant Info

We enroll elementary students from Kindergarten through 5th grade. Bus transportation is only provided for City Schools of Decatur, however students from other schools are welcome to attend with parent or guardian drop-off at our location.

Registration Options

Students can enroll for 2, 3 or 5 days as follows: Monday/Wednesday/Friday, Tuesday/Thursday, or Monday-Friday. We have discontinued flexibility in day selection in order to keep group cohorts consistent during the pandemic.

Days and Hours of Operation

We will operate on regular 2021-22 school days from **August 3** through **May 27**. We follow the City Schools of Decatur schedule, and the program will be open on days that school is in session. We may close on days that school closes, such as extreme weather days, with some exceptions, like building issues that do not affect camp. If weather or other emergencies happen during after-school hours, the program may need to close early and parents will be contacted.

Camp Scene will transport campers to our facility at the end of the school day on Monday through Friday when school is in session. Buses typically arrive daily between 2:20-2:30 p.m. and 3-3:10 p.m. Students at the nearby Talley Street School may be walked by educators if weather conditions are safe. Parent pickup is scheduled until 6:15 p.m. A late pickup policy goes into effect at 6:05 p.m.

Full-Day Options

On several school holidays, we offer full-day programs with separate registration and an additional enrollment cost. These will primarily be all-day field trip events, with morning drop-off and afternoon pickup. Based on a minimum level of interest, we will provide programs for a limited number on these dates:

- Fall Break: September 20-24, 2021
- Teacher Work Day: Monday, November 1, 2021
- Thanksgiving Week: Monday, November 22 – Wednesday, November 26, 2021
- Holiday Break: Monday, December 20, through Thursday, December 23, 2021; and January 3, 2022
- Winter Break: February 14-18, 2022
- Spring Break: April 4-8, 2022

Field Trip Logistics & Transportation

As part of our curriculum exploring nature, campers will be on one field trip nature hike per week, Monday through Friday. The program features nearby trips at dozens of nearby nature preserves, forests and parks. Field trip returns are at about 5:45 p.m. daily.

Our explorations of Georgia utilize one 14-passenger bus and two 24-passenger buses equipped with seatbelts and hands-free technology. Buses undergo annual Department of Transportation inspection and daily inspection prior to use.

Field Trip Schedule: Parents will be provided with the monthly field trip schedule prior to the start of each month. Campers travel the same day each week after they have been placed in a group. We will work to accommodate necessary changes to group assignment when possible. Changes to the schedule are communicated so parents have their child's current itinerary. Field trips rotate so that one group of campers is traveling while another group remains at base camp for curriculum or other activities.

Field Trip Safety: We have several licensed commercial bus drivers on staff who complete an independent commercial driving school and ongoing safety courses. 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 operations. We maintain staff ratios of 1:7 on field trips for close supervision and implementation of our travel policies. We conduct safety orientation for all campers on our transportation procedures.

Interest Clubs

In addition to our core programming of nature-based time outdoors and our themed environmental curriculum, which includes arts, crafts, activities, experiments, demonstrations and special guests, we also offer a variety of Interest Clubs. Interest Clubs extend our lessons in environmental education and enjoyment of nature by offering specialty skills utilizing environmental principles, such as gardening, nature art, yoga, biologists, woodworking, rock climbing, disc golf, birdwatching, nature photography, geocaching and more.

Many clubs have no additional cost, while some require a nominal cost for supplies. Those that require outside instructors or activity fees, such as indoor rock climbing, will have the additional cost for the semester noted in the schedule.

Daily Schedule

Following is an overview of the daily schedule.

- 1:45 p.m. Staff Arrive and Set up
- 2:20-2:30 p.m. Upper Elementary Arrival/Join Groups: Handwashing/Snack/Restroom
- 3-3:10 p.m. Lower Elementary Arrival/ Join Groups: Handwashing/Snack/Restroom

Field Trip Groups

- 3-3:25 p.m. Load Buses & Depart for Field Trip
- 5:40-5:45 p.m. Campers Return/Unload
- 5:45 – 6:15 p.m. Parent Pickup

On Site Groups

- 3-3:20 p.m. Group Rotation 1 – Interest Club Activity OR Daily Lesson Curriculum Group 1
- 4:15 p.m. Group Rotation 2 – Daily Lesson Curriculum Group 2 OR Interest Club Activity
- 5:15 p.m. Program Concludes/Clean-up
- 5:15-5:45 p.m. Parent Pickup

Snacks

After bus arrivals, we offer a snack to ensure all campers are fueled for their afternoon. Choices include apples, oranges, fruit ropes, cheese sticks, roasted seaweed or snack bars. We do not serve any nut products. If you have any questions or would like to discuss your child’s snack in more detail, please let us know.

Program Fees

Annual tuition is calculated based on actual days of school and divided into 10 equal monthly payments, the total number of months in the school year. Program fees are prorated based on start or end dates. A 30-day notice is required for a withdrawal or reduction of days, per the Parent Agreement. Invoices divide the remaining balance between the monthly payments left in the year.

Autopay is the default payment method using the primary credit card on file. Invoices are processed mid-month prior to payment processing on the 1st of each month. You can make changes to your payment method on the Financial tab of the Parent Dashboard.

Please note: Monthly amounts may be different due to credits, a missed payment, or prorated weeks of tuition within a month. Check your invoice for the correct amount due.

5 days, Monday through Friday: \$500 per month. For 5-day campers, we offer a sibling discount of 10%, which will be deducted from the second or more family registrations.

3 days, Monday/Wednesday/Friday: \$320 per month.

2 days, Tuesday/Thursday: \$215 per month.

Late Payments: The monthly payment will be considered late after the 10th of each month. Due to the financial cost of ongoing late payments, a \$50 fee will be charged to the account for late payments after the first occurrence.

Refunds/Partial Months: We do not offer refunds or an adjusted rate for missed days or weeks, whether for appointments, classes, illnesses or family trips. We prorate tuition for students who enroll in the middle of a month.

Withdrawals: For families leaving the program or reducing days, we require 30 days notice, as outlined in the Parent Agreement. We will adjust tuition for future months or process cancellation. Please notify us in writing with your last day.

Admissions Requirements

Acceptance into the program is based on availability of open spots. Upon enrollment or any changes in enrollment, parents must notify the school office about their child’s after-school plans so that teachers can discharge the campers for bus loading.

Parents are responsible for supplying and maintaining accurate required application and record information as well as staying current on payment of fees.

On-Time Payments: Parents who are more than 30 days behind on payments are subject to removal from the program. Any account balances unpaid for 90+ days will be submitted to an agency for collection.

On-Time Pickup: Parents are required to pick up their children before the end of the program day. Families who repeatedly violate the late pickup policy may be removed from the program.

Camper Behavior: Campers who are repeatedly in violation of the rules and behavior guidelines in the Code of Conduct may be removed from the program. Refunds are not available for expelled campers.

POLICIES & PROCEDURES

Safety

Safety is our top priority, and it is the primary duty of staff to keep campers safe and avoid injuries and emergencies by constant, close supervision and vigilant risk management throughout the day. All staff members are highly trained in our policies and procedures. Campers receive an orientation when they start the program and safety orientations on field trips, as applicable.

Weather/Building Safety: In the event of fire; severe weather, such as earthquake, tornado or lightning; evacuation due to gas leak, bomb threat or intruder; physical facility problems, such as loss of heating, cooling, electricity or water; or physical facility damage, our policies protect the children in the facility as well as on location. Emergency and evacuation plans have been developed, trained, and rehearsed. Plans are posted and available for parent viewing.

Emotional Safety: One way we ensure emotional safety is by making sure all campers understand and follow our essential rules of kindness and respect. Bullying is inexcusable at Camp Scene. Our leadership addresses all incidents of bullying seriously, and prevention training is conducted with staff and campers.

Mandated Reporting of Suspected Abuse: In the state of Georgia, we are mandated reporters for any suspected child abuse, neglect, exploitation or deprivation. If we suspect that a child has been abused or neglected, we must report this to the Department of Family and Children Services. Our child protection policies include training on child abuse awareness and obligations as mandated reporters.

COVID-19 Modifications

We are following public health official recommendations to keep camp as safe as possible during the COVID-19 pandemic. All staff are fully vaccinated, and we encourage vaccination for all camper family members ages 5 and up, including boosters for those who are eligible. The vaccine lowers your risk of getting and spreading the virus that causes COVID-19.

Small Group Sizes: Campers will be assigned to a small group of no more than 8-12 with designated educators. Reducing contact between groups is a core component in minimizing any potential spread.

Outdoor, Fresh Air Focus: Quality time outside is our specialty. Outdoor time will be prioritized, as safety and comfort permit. Air quality was improved at camp and on buses for any time we can't be outside. The buses have been equipped with medical grade HEPA air

filtration rated the same as N95 masks, with 360-degree full air changes within the bus every 7 minutes.

Masks & Physical Distancing: Masks for campers and staff are required indoors and on the bus, and when not physically distanced outdoors. Campers should bring a clean mask to wear for camp at the end of the school day.

- Each camper will have assigned seating and a designated area for belongings at camp and on the bus.
- Shared supplies will be reduced as much as possible, and individual supplies will be provided.
- For table activities, seating will be spaced on single sides of the tables or facing outward at least 3 feet apart.
- Seating will be spaced out at least 6 feet for meals and snacks.
- Selected games and activities adhere to physical distancing while maintaining social connection.

Health Screening: Daily temperature and health checks will be conducted for all staff and campers prior to entering camp. It is vital for everyone to arrive at camp healthy. Children should be monitored at home for any symptoms. Please inform us immediately of any symptoms or a positive COVID-19 test.

- No one should attend camp while ill, including any symptoms of COVID-19, such as fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell.
- If your camper has had close contact with anyone who has tested positive for COVID-19, or has had symptoms and could have COVID-19 (including waiting for a test result), they are not able to attend camp unless fully vaccinated. If your child is not vaccinated, quarantine is required for at least 5 full days. Close contact is defined as being within 6 feet of an infected person for a *combined* total of 15 minutes or more over a 24-hour period, even if masks are in use.
- Regardless of vaccination status, it is important to monitor daily for symptoms for 10 days after possible exposure. If your child develops symptoms, please let us know immediately. If no symptoms develop, it is still recommended to take a test at least 5 days from the contact day (which is day 0).
- It is advised that anyone in a higher-risk category for protection from COVID-19 should not attend.

Symptoms: Our communicable disease policies cover individual preventive measures as well as plans for identifying, separating, and keeping sick campers and staff at home.

Any camper or staff member prohibited from attending due to symptoms may not return until they are fever-free for at least 24 hours without medication, other symptoms have improved, and at least 5 days have passed since the onset of symptoms.

Any camper who exhibits new symptoms throughout the day will be immediately separated and must be picked up as soon as possible, no longer than one hour from notification. Siblings also would need to be picked up due to the risk of possible exposure within the household. For those participating in field trip camp, this could require travel to the destination location with appropriate time extensions.

Supervised Health Precautions: All camp staff are thoroughly trained in procedures and also in strategies to help campers maintain protocol with a positive approach.

- Additional hand washing stations have been added for frequent use at designated times throughout the day, from arrival through departure.
- Mobile hand washing stations are provided for the buses.
- Staff regularly reinforce all illness prevention routines, including not touching faces or masks; avoiding direct contact with others, such as handshakes or high-fives; and covering coughs and sneezes.
- Hand sanitizer supplies have been increased.
- High touch areas are cleaned and disinfected multiple times daily, and enhanced daily procedures are maintained.

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 daily on confidential Camper Rosters. It is the responsibility of the camper family to inform Camp Scene of any changes to health information. 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 travel on field trips with the camper and will remain in the office when the camper is on site. It is the parent's responsibility to provide current, unexpired medication. Staff are trained in recognizing and responding to signs of anaphylaxis.

Precaution is taken to avoid exposure to any allergens. No nut products are served at camp. Snacks are stored in labeled bins to clearly identify products that are free of allergens, separate from those that may have been processed in a facility with allergens.

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

- Fever greater than 100.4 degrees (and any COVID-19 associated symptoms)
- Vomiting
- Diarrhea
- Abdominal pain
- Rashes that cannot be identified or have not been diagnosed by a physician
- Pink eye

We will call the parent and request arrangements for a prompt pickup. We will keep the ill camper separated from other campers, to the extent possible. 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 to school and program. We adhere to the Communicable Disease Recommendations by Children's Healthcare of Atlanta.

Any suspected cases of notifiable communicable diseases will be reported to the local county Health Department. We will send an email to parents of all students who have been potentially exposed to a notifiable communicable illness with the relevant information.

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 emergency medical care facility is Egleston-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. Any form of physical punishment, threats, or verbal abuse, such as belittling or humiliation, are prohibited at camp.

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 providing clear behavioral expectations. They are trained in bullying prevention and conflict management with a goal to help campers build new skills in social interaction, social understanding, self-expression, and decision-making.

Consequences: If expectations are not met or rules are not followed, consequences are outlined. For minor offenses, a 1st offense will be a brief time-out with a verbal reminder from a staff member. A 2nd offense will be a longer time-out for a discussion or upcoming activity delay, followed by a written or verbal conversation with parents describing the behavior and how staff attempted to redirect the behavior. A 3rd offense will be removal from the activity and a parent discussion to review a behavioral action plan.

Repeated offenses could lead to a one- to three-day suspension from the program, or removal from the program without refund. For offenses involving any potential physical or emotional safety concern, campers will be immediately removed from an activity.

Removal: If a camper's behavior intentionally threatens the safety of themselves, other campers, or staff, the camper will be immediately removed from the activity and the parent will be called for early pickup. This could include hitting children or staff and/or physically endangering others; refusing to follow safety rules; refusing to stop dangerous activities such as throwing objects; and/or other uncontrollable behavior.

Expulsion will be considered if the camper's disruptive behavior cannot be redirected. Refunds are not available for suspended or expelled students.

Attendance

If your child is going to be absent, please email office@campscene.com before 1 p.m. If your child does not arrive on the bus and the absence has not been reported, parents will be called to confirm attendance. Unreported absences create busing and field trip delays, so we strongly urge parents to keep us informed if your camper will not be at Camp Scene on any scheduled day.

Present children must be checked out by their parent or authorized pickup on the electronic attendance tablet so that we can maintain accurate records.

What to Bring/Wear Daily

Water bottle: Hydration is critical for our excursions outdoors, and we require a water bottle to be sent to camp daily. Please send to school in your camper's backpack and take home daily. If your camper forgets a water bottle, they will be provided with water to ensure sufficient hydration and a reminder will be sent home.

Outdoor clothes: We will be outdoors and making projects, so clothes should be appropriate for comfort, wear and tear and of course, dirt or mud. If your child needs to change out of school clothes on any given day, please send to school with them and remind them to change. Stains or tears may occur during program activities.

Suitable shoes: No open-toe shoes (including school-permitted sandals) are allowed at camp. On field trip days, campers should wear hiking or tennis shoes with socks.

Rainy or warm weather gear, as needed: Rain jackets are recommended when the forecast calls for rain. Winter jackets and hats and gloves are needed in cold temperatures. As long as conditions are safe, we will be outdoors! Ponchos will be provided on field trips in the event of unforeseeable weather.

Please DO NOT bring any electronics or valuables to the program, as they may be lost or damaged, and we cannot be responsible. Any personal toys or games that are brought from home to school will be kept in the child's backpack and not allowed in the program.

What to Keep on Site

Sunscreen/Insect Repellent: If you opt out of the standard SPF 30 sunscreen and/or insect repellent that we provide, please send a labeled bottle of sunscreen and/or repellent to be used

as needed. Based on CDC guidelines, we use a repellent that contains 20% DEET to prevent mosquito and tick bites.

Change of clothes: If your camper is likely to need a change of clothes, please send an extra set to camp. In the event of an unexpected emergency, we do have a supply of clothes in various size on site and on the buses. Please wash and return after use.

Pickup

Programming activities are scheduled until 5:15 p.m. daily. Curbside operations are in place, so please follow the directions of on-duty staff to the numbered cones.

- Field trip pickup is in the Alley Loop entrance adjacent to 731 E. College Ave., the former Blue Tarp Brewing Company. The field trip pickup window is from 5:45 p.m. to 6:15 p.m. after field trip return and unloading.
 - Early pickup is not available from field trips. If you need your camper to remain on site for a special occasion, such as for an appointment, you can email office@campscene.com by 1 p.m. that day and they can remain on site. For regular schedule conflicts, you should request a group reassignment.
- On site pick up is along Sams Street. Staggered times will help avoid traffic congestion.
 - Our recommended pickup time window for Upper Elementary students, who are picked up from school at 2:15 p.m., is from 5:15 p.m. to 5:45 p.m.
 - Our recommended pickup time window for Lower Elementary students, who are picked up from school at 2:50 p.m., is from 5:45 p.m. to 6:15 p.m.
 - Families with children in both grade levels can plan to pick up at either time.
 - You can always arrive early for pickup. If you arrive for pickup prior to the earliest carpool time when lanes are monitored, you should call the camp phone at 404-748-1073 to coordinate.

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 retrieval can be requested on site via text message to the cell phones listed in the system. Numbers are the same for all camp programs.

Late Policy: Please notify us as soon as possible if you are running late. Late pick-ups will incur a late charge of \$2 per minute per child after 6:15 p.m. to provide emergency additional staffing. Electronic attendance automatically logs all late pickups, and after 1 waived late fee of 15 minutes or less per semester, the fee/s will be added monthly to your statement on the last day of the month. If there is no communication or we are unable to reach you by 6:30 p.m., we will begin to call other listed contacts.

Carpooling: We support carpooling between camper families when possible, because it's better for the environment and also reduces traffic congestion. If you make a carpooling arrangement, please ensure all parents are added as Authorized Pickups for each camper on the Parent Dashboard.

Field Trip Delays: We are aware of normal traffic delays and work hard to manage the schedule. Parents can sign up for text message alerts for urgent communication, such as if the

bus is running late due to unexpected and heavy volumes of traffic. If your child has a time commitment immediately after the program on a field trip day, we can keep the camper on site to avoid the risk of any possible delays.

Lost & Found

Personal belongings that are unlabeled and left behind will be stored in the Lost & Found bin, which is outside at daily pickup near the green fence. If you have a missing item, please email us or ask your camper to check for anything that belongs to your camper. Contents of the bin will be donated over each of the breaks, such as Fall Break, Thanksgiving Break, etc. Deadlines will be emailed to parents before any scheduled donation dates.

Homework

Due to the nature of our field trips and our focus on environmental education, supervised homework time is not an option within our program.

Parental Access

Under normal circumstances, parents have the right to access all facility areas used by their child at any time after checking in with a staff member. Due to the pandemic, unnecessary visitors are prohibited and camp tours have been discontinued. If it is necessary to enter, a health screening must be conducted and masks are mandatory.

Prohibited Items

Camp Scene forbids firearms on the premises. All illegal substances are prohibited, and no one on the premises should be under the influence of drugs or alcohol. In addition, smoking or the use of tobacco is not permitted on the property.

Non-Discrimination

Camp Scene adheres to a strict non-discrimination policy in its employment practices (except in limited instances when age or gender considerations are bona fide occupational requirements, such as to provide a proper ratio of male and female staff based on camper population) and in the provision of services to its clients. Camp Scene is an equal opportunity employer.

We will not refuse, withhold, or limit the provision of any services to any present or prospective client, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status.