



Ijams Nature Center
2915 Island Home Avenue
Knoxville, TN 37920

Ijams Nature Center Summer Camp Camp Checklist

We are excited that your child is participating in Ijams Nature Center's **Summer Camp**. Camp is designed to encourage a lifelong interest in nature, promote environmental responsibility, and increase self-confidence through discovery, science, fun, and friends. The following information will help you prepare your child for his/her time at camp.

Camp Hours and Location

Location: Ijams Summer Camp Outpost (Across from paddling rentals at the Ijams Quarries)

Hours: 10:00 am – 4 pm

Please make arrangements to have your child at camp no earlier than 9:50 am unless you have registered for the morning camp session. Morning camp is available from 8:00 am – 10:00 am. The fee is \$10 per child per day.

Camp ends at 4:00 pm. Please make arrangements to have your child picked up no later than 4:10 pm unless you have registered for extended care. Extended care is offered until 5:00 pm, and the fee is \$10 per child per day.

Early arrival and/or late pick-up will result in additional fees charged.

Please escort your child to the check-in table upon arrival and the check-out table upon departure. A parent or other authorized guardian is required to sign your child in and out each day.

Camp Policies and Procedures:

This document includes a copy of current Summer Camp Policies and Procedures. By allowing your child(ren) to attend Nature Day Camp at Ijams Nature Center, you are indicating your intent to comply with the policies and procedures contained therein.

Camp Checklist

The following checklist will help you prepare your child for a great camp experience.

- Weather appropriate, outdoor clothing and shoes (rain gear, jacket, boots)—Remember, we will be spending most of each day outside, so have children dress accordingly.
- Complete change of clothing and shoes
- Towel (for water activities)

Please leave at home any toys, games, mobile phones, computer games, MP3/CD players, or any other device that will distract campers from a natural experience.

Ijams Nature Center

Summer Camp

Policies and Procedures

ENROLLMENT

Payment is due, in full, at the time of registration. If payment is not received within 14 business days, Ijams Nature Center reserves the right to cancel the registration, forfeiting the camper's spot in the program. Once fees are paid, there will be a \$35 administrative fee for any changes to a camper's registration. For example, if you want to change the week of camp and have already paid the camp tuition, there will be a \$35 change fee per camper.

CANCELLATIONS

1. If you cancel with more than 30 days prior to the first day of your selected week of camp, you will be eligible for a full refund (minus a \$35 administrative fee).
2. Between 15-30 days prior to the camp start date, you can receive a 50% refund or 50% off another week of camp (subject to availability).
3. Participants absent/cancelling less than two weeks prior to camp will not receive a refund of fees paid and fees are not transferrable to another week of camp.

Ijams reserves the right to cancel camp sessions with insufficient registration. A full refund will be given for camps cancelled by Ijams.

ABSENCES

We do not issue tuition refunds for late arrival, early withdrawal, missed days, illness, accident, or dismissal during any of our camps due to the high demand for our camp programs. Camper transportation due to early withdrawal/dismissal is the responsibility of the parent(s).

MEDICAL INFORMATION FORM

Ijams Nature Center requires a completed medical information form for each child attending Nature Day Camp. Medical Information Forms are kept on file for one year. However, it is the parents' responsibility to notify Ijams Nature Center of any health or medical changes and complete a new form. The camp director must be notified immediately of any changes the camper's health that may effect their time spent in camp (including, but not limited to medications, allergies, injuries, and headaches). Ijams Nature Center staff is not permitted to administer any medications to campers.

DROP-OFF AND PICK-UP

To maintain camper safety, each parent will be required to provide a complete list of adults that are approved to drop off and pick up their child. Parents are required to sign their child in and out every day. Anyone not recognized by the staff may be required to show a photo ID, proving their identity.

ARRIVAL

For your child's benefit, please arrive on time. It is often difficult for late campers to adjust to the camp day, and it is also disruptive for all of the campers in the group. If you arrive at camp after the designated start time, bring your child to the Visitor Center. A staff member will be called to escort late campers to their group. We will make every effort to get campers into camp in a timely manner, however late arrivals may experience delays. The best part about Ijams Nature Center Day Camp is that it takes place over 300 acres of wild space. It is not always easy to make arrangements for late arrivals to join their camp group. If you

arrive after the day's activities have begun, you may need to wait with your child in the Visitor Center or at the Camp Outpost until the rest of their camp transitions activities.

EARLY PICK-UP

If you need to pick your child up before 4:00 PM, please leave a written note with your head counselor at morning drop-off. We will have your child ready for pick-up at the Visitor Center at the specific time. To avoid interrupting camp activities, please plan to only pick-up early in mandatory situations such as doctor's appointments, tutoring, athletic competitions, etc. If you call during the day with an early pick-up request, please allow us at least 45 minutes to locate your child's group, gather his/her belongings, and walk him/her to the pick-up location.

EXTENDED CARE

Please make arrangements to have your child at camp no earlier than 9:50 am unless you have registered for the morning camp session. Morning camp is available from 8:00 am – 10:00 am. The fee is \$10 per child per day. Any arrival prior to 9:50 am will be charged for the entire session. The building is not open before 8:00 am.

Camp ends at 4:00 pm. Please make arrangements to have your child picked up no later than 4:10 pm unless you have registered for extended afternoon care. Extended care is offered until 5:00 pm, and the fee is \$10. Any pick-up after 4:10 will be charged for the entire hour.

Failure to pick up your child by 5:00 pm will result in additional charges. For every 15 minutes after 5:00 pm, an additional \$10 will be added to the \$10 extended care fee. For example, if you pick up your child at 5:20, you will be billed for \$30 that day.

PERSONAL INFORMATION

Ijams Nature Center requests that parents share information about learning difficulties, ADHD, behavioral concerns, or significant changes in a child's life. All these are factors to how campers will handle camp experiences, and having the information helps staff to treat each camper with the necessary compassion and patience.

Ijams Nature Center will not divulge personal or medical information to anyone outside the Center, in an effort to protect the privacy of our participants.

CONTAGIOUS DISEASE

Ijams Nature Center follows Knox County Schools' recommendations for contagious disease. Please refrain from sending your child to camp with a contagious or infectious disease, including fever, ringworm, conjunctivitis (pink eye), and lice. If campers show signs or symptoms of these diseases, parents will be called immediately to pick up the child. Children are prohibited from returning to camp until all symptoms of the disease have passed, or until the camper has been on medication for at least 24 hours. No refunds will be issued for a camper's absence due to illness. It is the responsibility of the parents to inform Ijams Nature Center of any contagious disease your child may be experiencing and take appropriate measures to treat your own child for the given condition.

EMERGENCY PLAN

Ijams Nature Center maintains a current emergency plan and safety guidelines. All Day Camp staff adhere to the approved plan, which can be referenced for specific information.

SAFETY AND FIRST AID

In order to maintain a safe camp experience, all full-time counselors are required to have current First Aid and CPR Certification. In addition, the camp director is Wilderness First Aid certified. A Red Cross-approved first aid kit is kept with each group. A full First Aid kit is maintained in the office area. Additional part-time and volunteer camp counselors are trained in basic safety guidelines for indoor and outdoor activities.

INSURANCE

The parent/guardian is responsible for any medical expenses or transportation costs related to a camper's illness, accident, or departure from the program. In addition, Ijams Nature Center is not responsible for theft, loss or damage to personal property.

BEHAVIOR

Safety is of paramount importance to Ijams Nature Center. In order to maintain our excellent safety record, it is important that campers adhere to all safety guidelines established by camp staff. Disruptive behavior, physical aggression, violence of any sort, inappropriate language, or disrespect of others or their property will not be tolerated and will result in immediate dismissal from the program. Parents will be responsible for providing transportation and no refunds will be issued for dismissal that results from inappropriate behavior.

In order to be successful in Ijams Nature Center's Day Camps, campers must be able to adhere to the following behavioral guidelines with minimal to no supervision:

- Line up independently
- Sit in a circle independently
- Follow directions with minimal supervision
- Transition between activities
- Participate in all group activities, or sit quietly near the group
- Complete art projects with minimal assistance

If counselors notice repeated instances of failure or inability to adhere to behavioral guidelines, or if any individual camper requires excessive one-on-one attention, Ijams reserves the right to dismiss the camper from camp. There are no refunds for dismissal from camp for behavioral reasons. In the event that a camper requires additional assistance, it may be necessary to provide a helper to stay with the child throughout the day.

DISCIPLINE

Disruptive behavior, physical aggression, violence of any sort, inappropriate language, or disrespect of others or their property will not be tolerated and will result in immediate dismissal from the program. In the event that lesser negative behaviors require discipline, counselors are trained to use the following techniques:

- Discussing with the child the problem and possible solutions
- "Time Out" from the group, ranging from 2-5 minutes, depending on the situation
- Temporary removal from camp, where the camper is removed from the camp space and remains with another Ijams staff member for a short period of time

If a camper continues to break the rules, it may be necessary to arrange a meeting with the camper, parents, and camp director to discuss the situation and brainstorm possible solutions. Depending on the incident, and the subsequent behavior of the child, parents may be called to pick the student up for the rest of the day.

If problems persist, or if behavior involves physical or emotional harm to a fellow camper, the camper may be dismissed from camp. There are no refunds for dismissal from camp for disciplinary reasons.

WEATHER

In the event of inclement weather conditions, campers will remain inside until the storm has passed. If the campers are out on the trails when weather conditions decline, the group will return immediately to the Visitor Center. Inclement weather may require the adjustment of camp schedules, and comparable activities will be substituted.

CAMPER TO STAFF RATIO

In accordance with American Camp Association recommendations, Ijams Nature Center maintains or exceeds the following camper to counselor ratio:

Camper Age	Number Staff	Day-only Campers
5 years and younger	1	6
6–8 years	1	8
9–14 years	1	10
15-18 years	1	12

All counselors are at least 18 years of age. In addition, many camps have teen volunteer counselors that have passed an initial screening and application process. Teen volunteer counselors are not included in the camper to staff ratio.

All full-time staff and camp counselors are trained in CPR and first aid. At no time are counselors alone with children out of the view of other camp staff.

ACTIVITIES

Part of what makes summer camp at Ijams so unique is our combination of outdoor recreation and nature exploration. All campers will have the opportunity to participate in a wide variety of onsite activities such as hiking, paddling, and climbing. Select weeks of camp also have off-site field trips that enhance the camp experience. Whenever possible, we will follow each weekly schedule as closely as possible. Occasionally, unpredictable weather conditions, group dynamics, or other circumstances necessitate itinerary modifications. Ijams Nature Center reserves the right to alter sites or activities when necessary and provide appropriate substitute activities or locations.

EQUIPMENT

Ijams Nature Center provides all activity equipment unless indicated otherwise on the “Camp Checklist” lists for a particular camp. Campers are asked to provide personal gear such as a water bottle and appropriate outerwear for the weather conditions. Campers failing to bring/wear appropriate gear may be restricted from participating in certain activities.

CLOTHING

Ijams recommends that campers wear shorts (or comfortable pants), t-shirts, and closed-toe shoes. Due to the nature of our outdoor activities, skirts and dresses are not appropriate attire. Campers may get wet or dirty during camp activities, and it is recommended that campers bring a change of clothes each day. Flip-flops and sandals are not appropriate footwear for most of our trails. It is also recommended that children bring ponchos or jackets in the event of rain.

CELL PHONES AND ELECTRONICS

Camper cell phones are not permitted during Ijams Summer Camps. Additionally, electronics such as mp3 players, game systems, and other valuable items can be lost or damaged; please refrain from allowing campers to bring these items to camp. Ijams Nature Center is **not responsible** if any electronics are damaged or lost. Other items that SHOULD NOT be brought to camp include weapons, trading cards, and toys.

PERSONAL BELONGINGS

It is highly recommended that you label all items (clothing, towels, water bottles, etc.) with your child's name. We make every effort to keep all campers' belongings in their backpack or on their person. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost. We do not recommend sending your child to camp with expensive or irreplaceable items. Although we do try to encourage campers to keep track of their belongings, we cannot guarantee the safekeeping of any item brought to camp and are not responsible for the loss or damage of the items.

GAMES

Throughout the camp week, we will often lead campers in outdoor games. We ask that campers be good sports and display good attitudes during games. Temper tantrums or aggressive behavior during games will not be tolerated and the camper will be asked to sit out if behavior continues. Also, we ask that campers not reference weapons, hunting, or violence during indoor and outdoor games. Since Ijams is a wildlife sanctuary, we prefer to direct conversations to more nature-related topics.

FOOD

Food will be provided to campers during the camp day. Parents must note any food sensitivities or allergies on the Health Form. In the event of severe food allergies, it may be necessary for parents to provide food for their child(ren) for the duration of the camp week.

INSECT REPELLENT AND SUNSCREEN

If you would like for your child to apply insect repellent or sunscreen during the day, please be sure to pack those items with your child; we do not provide them. We also ask that campers not share these items. We feel that each parent should choose the type of products that they are comfortable with, based on the ingredients. Children can display a wide range of sensitivity to certain chemicals and it is best if each camper has his or her own products.

PROMOTIONAL RELEASE

Upon enrolling in an Ijams Nature Center program, the parent/guardian authorizes Ijams Nature Center to use photos, quotes or video footage from camp programs for the purpose of marketing.

ANIMAL PROGRAMS

All Ijams Nature Center Day Camp programs include live animal presentations. Ijams Nature Center maintains a policy that program participants are not permitted to touch or handle any education animals. Only trained camp counselors handle the animals, and all appropriate safety equipment is worn. All education animals receive annual veterinary examinations to ensure that they maintain the best possible health and remain free from contagious disease and parasites.