



## Glen Helen Ecocamp 2023 Family Guide

### Registration & Camper Fees

- Register online at <https://glenhelenecocamp.campbrainregistration.com>
- Register by January 30th and receive an automatic 5% off per camp.
- Every camper will receive one Ecocamp shirt upon registering and additional attire may be purchased at Monday check-in or Friday pick-up.
- Deposits for Day/Progressive Camp (\$50) and Overnight Camp (\$100) are non-refundable and due at time of registration for each camp reservation.
- Camp fees are due in full by May 1, 2023 for all camps.
- We accept checks, cash, VISA, MasterCard and Discover.
  - Checks should be made payable to Glen Helen Ecocamp.
  - Credit card charges will appear on your statement as "Glen Helen Association."

### Cancellations

- **If your child is unable to attend, please notify us as soon as possible.**
- The \$50.00 or \$100.00 deposits are non-refundable and are required to hold your camper's spot. If a camper's attendance must be canceled the remaining balance will be refunded to those who notify us in writing at least 14 days prior to the Monday of the camp session. No refunds will be made to those who cancel after this date.
- If Glen Helen Outdoor Education Center cancels a camp for any reason all camp fees will be refunded in full, included deposit fees. The full fee will also be refunded if the camper or other member of the household has tested positive and is being treated for COVID-19. A dated memo from a doctor is required if the camper is unable to attend for this reason.
- If a camper needs to be transferred which week of camp they will be attending, please contact us as soon as possible to discuss the available options to provide space for a child that has been placed on the waiting list.

### Day Camp Schedule

- Monday check-in is between 9:00-10:00 am. All documentation must be completed before arrival, medications can be dropped off, and camp store orders will be picked up.
- Drop-off the rest of the week (Tuesday - Friday) is between 8:45-9:00 am at the Lodge.
- Pick-up is at 3:30 pm Monday - Friday. Optional Extended Care can be purchase with registration to extend camp until 5:30 pm Monday - Thursday for an additional \$30.
- Friday pick-up is at 3:30pm.
- **All parents/guardians will need to present a PHOTO ID in order to sign out their camper(s) at departure.** Please fill out the 'Glen Helen Ecocamp Release' form if a non-guardian will be picking up your child. For your child's safety, campers will only be released to approved adults on the list with Photo ID!

### Progressive Camp Schedule

- Monday check-in is between 9:00-10:00 am. All documentation must be completed before arrival, medications can be dropped off, and camp store orders will be picked up.
- Drop-off the rest of the week (Tuesday - Thursday) is between 8:45-9:00 am at the Lodge.
- Pick-up is at 5:30pm Monday - Wednesday.
- Campers will spend the night in our dorms Thursday evening. Please bring an overnight bag to Thursday morning drop-off.
- Friday pick-up is at 3:30pm.
- **All parents/guardians will need to present a PHOTO ID in order to sign out their camper(s) at departure.** Please fill out the 'Glen Helen Ecocamp Release' form if a non-guardian will be picking up your child. For your child's safety, campers will only be released to approved adults on the list with Photo ID!

### Overnight Camp Schedule

- Overnight Campers will stay at Glen Helen Ecocamp Monday - Friday.
- Monday check-in is between 9:00-10:00 am. All documentation must be completed before arrival, medications can be dropped off, and camp store orders will be picked up.
- Friday pick-up is at 3:30pm.
- **All parents/guardians will need to present a PHOTO ID in order to sign out their camper(s) at departure.** Please fill out the 'Glen Helen Ecocamp Release' form if a non-guardian will be picking up your child. For your child's safety, campers will only be released to approved adults on the list with Photo ID!

### Special Pick-up Arrangements

- If someone other than a parent/guardian will be picking up a camper, we must have a signed 'Glen Helen Ecocamp Release' form for that individual, and **they must present a PHOTO ID in order to sign out your child!**
- Please notify staff at check-in if your camper(s) will be picked up early from camp for any reason.

### Health

- We must have a completed and signed Health Information Form for each child.
- We recommend, but do not require, that your child be examined by her or his physician before attending Ecocamp.

## Medications

- If your child is coming with any medication, vitamin or supplement, the Medication Administration Form must be completed in full.
- ***A physician's signature is required for any prescription medications and/or non-prescription medications that are to be administered at a different dosage or schedule than listed on the prescription bottle or recommended by the drug manufacturer.***
- Medications must be in their original containers with the child's name, dosage and schedule listed.
- Bring medications in a clear zip lock bag clearly labeled with your child's name and camp.
- Medication Administration Form can be found as an attachment to the registration confirmation email or on our website.

## Food & Special Diets

- Day campers are served lunch and an afternoon snack each day.
- Progressive campers are served lunch and an afternoon snack each day, and supper, an evening snack on Thursday, and breakfast and lunch on Friday.
- Overnight campers are served breakfast, lunch and supper, as well as an afternoon and evening snack each day.
- A vegetarian option is available at each meal.
- Special accommodations can be made for campers who have food allergies or dietary concerns. **Please verify any dietary needs on your camper's health information form and if any changes are necessary, please contact our office to reopen the form and make updates at least one week prior to arrival.**
- Food and candy are not permitted in the dorms. Please do not send any food with your child unless your child has allergy or dietary concerns and you have made special arrangements with our staff.
- We strive to plan healthy and child friendly meals but we cannot make special arrangements for picky eaters.

## Medical Assistance

- All OEC Staff are certified in First Aid, CPR, and Epi-pen administration.
- In the event of sickness or injury, parents and guardians will be notified as soon as possible.
- The Miami Township Fire-Rescue squad is located within minutes of Glen Helen Outdoor Education Center. There are numerous doctors, urgent care centers and emergency rooms in the area as well.
- There is no refund in the event of a child's departure from camp due to illness or injury.
  - It is our policy that campers will be sent home if they have a fever over 101°F.

### Behavior Management

- Our behavior management system is based on the “three strike” rule:
- A camper may be given a strike for a violation of camp rules.
- If a camper receives two strikes, a phone call is made to the camper’s parent/guardian to inform them of the camper’s behavior.
- If a camper receives three strikes, the camper will be dismissed from camp. The camper’s parent/guardian will be called to pick up the child.
- Certain behavior will be grounds for an automatic dismissal. This includes, but is not limited to, physical violence, threats, or sneaking out of the dorms.
- There is no refund if a camper is dismissed from camp for misbehavior.

### Homesickness

- Expect your child to have a great time at camp! However, if homesickness arises, we will do our best to engage your child’s interest while creating a friendly and comforting environment.
- We find that phone calls home often make the situation worse. If it is an extreme situation, our staff will keep you informed so that we can move forward with a solution that is best for your child.
- We find that the mere mention of it can trigger feelings of homesickness. Please do not mention homesickness before your child comes to camp so that she or he may have the best opportunity for an enjoyable growth experience.
- Visitations by parents are not permitted during the week, as we have found parent visits to be a trigger of homesickness among campers.

### Promotional Photos and Videos

- Glen Helen staff may take photos and/or videos of campers participating in camp activities for the purposes of marketing in print, electronically, or on the Internet. Campers will not be identified by name without further authorization from a parent/guardian. By signing the ‘Glen Helen Ecocamp Release’ form you give Glen Helen Ecology Institute permission to publish in print, electronic, or video format the likeness or image of your child.

### Phone Calls

- Cell phones are strictly prohibited.
- Campers are not permitted to make or receive phone calls at camp, except in the event of emergencies.
- We will contact you if problematic issues arise. You can also call us during business hours to receive a report on your child’s week.

### Mail

- Ecocampers love to receive mail. Do not send food or candy to campers. Please send mail early enough to arrive before Friday to:

*Campers name, camp, and week*  
*1075 State Route 343, Yellow Springs, OH 45387*