



## Ecocamp Family Guide

### Registration

- Registration and camper paperwork can be completed at: <https://glenhelenecocamp.campbrainregistration.com>
- Camps are \$220 per week of camp; this includes lunch and a snack each day and all program supplies
- A \$50 deposit is due at time of registration; Camp fees are due in full by May 15, 2021 for all June camp weeks and June 15, 2021 for all July camp weeks
- We accept checks, cash, VISA, MasterCard and Discover.
  - Checks should be made payable to Glen Helen Association
  - Credit card charges will appear on your statement as "Glen Helen Association"

### Confirmation

- After you complete your registration form, you will receive a confirmation e-mail from our registration software system. This will verify your registration status, and include a tentative Ecocamp Family Guide and forms you may need to bring for Monday's drop-off.
- Two weeks before your camp session, you will also receive an email from the office that provides more specific information about your camp week, up-to date COVID-19 procedures, etc.

### Cancellations

- **If your child is unable to attend, please notify us as soon as possible.**
- A \$50.00 deposit is non-refundable and is required to hold your camper's spot. 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 for any reason Glen Helen cancels a camp, or changes in state public health mandates or regulations cause us to have to cancel camp, your full fee, including the deposit, will be refunded. The full fee will also be refunded if the camper or another member of the household is tested positive and being treated for COVID-19. A dated memo from a doctor is required if the camper is unable to attend for this reason.**
- If you need to transfer your camper to a different week of camp, please call as soon as possible to discuss the available options.

### Check-In & Pick-Up

- Camp runs 9:00am-4:00pm Monday-Friday, with staggered drop-off between 8:30-9:00 am and pick-up between 4:00-4:30 pm. Drop-Off and Pick-Up times will **likely** be scheduled by camp group, to ensure smooth drop-off health screenings and pick-up ID checks.
- There will be no end of week parent program.
- **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!**
- If any campers will be picked up early from camp for any reason, the parent/guardian must sign an 'Early Pick-up' form at check-in and notify Glen Helen staff.

### **Forms**

- All forms (excluding the Medication Administration Form) can be found in the Camp Brain registration process and shall be submitted online. Auxiliary documents will be emailed to families through our registration system upon completion of registration and again closer to the start of camp season.

### **Health**

- We must have a completed and signed Health Information Form for each child. This is a step in our Campbrain registration portal.
- We recommend, but do not require, that your child be examined by her or his physician before attending Ecocamp. Especially if they are at a higher risk of contracting COVID-19.

### **Food & Special Diets**

- Day campers are served lunch and an afternoon 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 not any dietary needs in your campers' health information form at least one week prior to arrival.
- 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.

### **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 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.

### **Medical Assistance**

- All staff are certified through the American Red Cross in First Aid, CPR, and Epipen administration.
- In the event of sickness or injury, parents and guardians will be notified as soon as possible. *There is no refund in the event of a child's departure from camp due to illness or injury.*

- The Miami Township Fire-Rescue squad is located within two miles of Glen Helen Outdoor Education Center. There are numerous doctors, urgent care centers and emergency rooms in the area as well.

### 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.

### Birthdays

- Glen Helen campers and staff will be happy to celebrate birthdays that occur during camp!

### What to Bring to Camp

- Weather appropriate clothing
- Sturdy shoes for hiking (no crocs or flip-flops)
- Extra clothing and shoes for weather changes or special circumstances
- Water Bottle (available at Campstore)

#### Optional items:

- Non-aerosol insect repellent
- Sunscreen
- Hat or visor
- Rain coat or poncho
- Cloth napkin or handkerchief
- Back pack or day pack (available at Campstore)

### Strictly Prohibited Items

- Cell phones
- Electronic devices
- Battery-operated toys or games
- Food or candy
- Knives, firearms and other weapons

Many campers bring items that look similar. **Please label everything** that you send to camp to help ensure your belongings return with your camper. We will do our best to facilitate this; however, we are not responsible for lost items at camp.

### Campstore

Campstore items maybe pre-purchased via our Campbrain registration system. Campstore items include:

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|-------------------|---------|
| • Ecocamp T-shirt | \$15.00 |
| • Hat             | \$15.00 |
| • Cinch back pack | \$12.00 |
| • Water bottle    | \$15.00 |
| • Lanyards        | \$6.00  |