

Spring Break Camp Parent Guide

Registration & Camper Fees

- Register online at <https://glenhelenecocamp.campbrainregistration.com>
- The balance of your child's camp is due the Thursday before Spring Break Camp begins.
- We accept checks, cash, VISA, MasterCard and Discover.
 - Checks should be made payable to Glen Helen Outdoor Education Center.
 - Credit card charges will appear on your statement as "Antioch College."

Cancellations

- If your child is unable to attend, please notify us as soon as possible.
- Deposits are 50% refundable with at least two weeks notice before the Monday of camp.
- There is **no refund** if cancellation occurs within 14 days of the Monday of camp.

Camp Schedule

- Campers should be dropped off between 8:45-9:15am Monday through Friday at the Lodge.
- Campers participating in Extended Morning care may be dropped off between 7:45-8:30am.
- Younger Group Campers are to be picked up between 3:30-4:00pm Monday-Friday.
- All Older Group Campers and Younger Group Campers participating in extended care are to be picked up between 5:30-6:00pm Monday-Friday.
- **All parents/guardians will need to present a PHOTO ID in order to sign out their camper(s) at departure, every day of the week.** 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 their 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.
- Medication Administration Form can be found as an attachment to the registration confirmation email or on our website.

Food & Special Diets

- Campers are served breakfast, 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 note any dietary needs in your camper's health information form at least one week prior to camp.
- Food and candy are not permitted outside of dining facilities. 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

- Staff and Naturalists are certified through the American Red Cross 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 one mile 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 away from camp programming.
 - There is no refund if a camper is dismissed from camp for misbehavior.

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.



Spring Break Camp Packing List

Required items:

- Weather appropriate clothing
- Sturdy shoes for hiking (no crocs or flip-flops)
- Water Bottle (available at Campstore)

Optional items:

- Sturdy sandals with a strap on the back of the foot (no crocs or flip-flops)
- Extra clothing and shoes for weather changes or special circumstances
- Non-aerosol insect repellent
- Sunscreen
- Hat or visor
- Rain coat or poncho
- Cloth napkin or handkerchief
- Back pack or day pack (available at Campstore)

Each day's schedule allows for some free time in the afternoon. Young campers may wish to bring a sleeping bag or a sheet and blanket, pillow and/or favorite stuffed animal in order to take a nap in one of our dormitory bunks during this break.

STRICTLY PROHIBITED ITEMS

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

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

Fun at Glen Helen is often messy!! Please send your camper with clothes that can get dirty.