



SAFARI CAMP HANDBOOK



Guardians and children failing to follow the rules and regulations outlined in this handbook may result in a child's removal from Sunset Zoo's Camp program.

WELCOME TO SAFARI CAMPS AT SUNSET ZOO

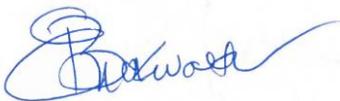
The Sunset Zoo is excited for another year of opportunities “to inspire conservation of the natural world”. We believe that empowering young people to become thoughtful stewards of the environment is crucial for the future of our planet and all its inhabitants. This starts with connecting to wildlife and wild places through memorable, educational programming.

The Sunset Zoo’s Safari Camp programs offer campers, grades kindergarten through fifth, the chance to be immersed in science and environmental topics while enjoying a fun and safe learning experience. Our holistic approach to teaching encourages growth of the whole child, focusing on expanding their minds as well as their emotional and social skills. Campers will experience age-appropriate lessons, S.T.E.A.M. activities, interactions with animal ambassadors, excursions into the Zoo, visits from experts, behind-the-scenes visits (when appropriate), and nature play opportunities during each of our camp programs.

In anticipation of your participation in the camp program, we ask that each family review this handbook to ensure understanding of the camp process and behavioral expectations.

If you have any questions about our programming, please feel free to reach out to me directly.

Sincerely,



Erica Buckwalter, Curator of Education

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Office: 785.587.2751

Zoo: 785.587.2737



CAMP COMPONENTS

Curated camp curriculum will begin at 9:00am and end at 4:00pm. Dropping off late or picking up early will result in your camper missing out on preplanned activities. To accommodate guardians' schedules, the Sunset Zoo offers early drop off (7:30-9:00am) and late pick up (4:00-5:30pm). During these times, campers participate in free play with their peers.

Each camp experience is unique, depending on theme and season. While concepts and activities may change, we seek to provide continuity by including the following in each day or weeklong camp:

- Themed morning and afternoon lessons
- One S.T.E.A.M. (science, technology, engineering, art, and math) activity per week
- An in-class ambassador experience (one per day for day camp and three per week for weeklong camps)
- Morning and afternoon Zoo excursions (weather permitting)
- Daily outdoor and nature play in approved areas
- Daily crafts (when age appropriate)
- Morning and afternoon snacks (Zoo provided)
- Lunch (guardian provided)
- Purposeful and educational screen time—this may include animal themed videos, documentaries, and themed movies (once per week)



CAMP CHECKLIST

We want campers, and their families, to be set up for success! Please review the lists below of what to wear, to bring, and not to bring to camp.

What to wear to Safari Camp

- **Dress for the weather**—Campers will go outside daily, weather permitting. You may include jackets, sweaters, rain boots, raincoats, sunhats, gloves, scarves, etc.
- **Dress for mess**—Campers will engage in active play and exploration. Please do not send your camper in anything that isn't allowed to get dirty.
- **Closed toed shoes are a must**—Campers will be walking through the Zoo and on nature trails, in addition to playing at the park or in the field. **Campers wearing sandals will not be allowed to remain for the camp day.**
- **Sunscreen protection**—Please apply sunscreen to your child prior to each camp day. We will reapply in the afternoon before going into the Zoo. **If your child cannot use the brand shown, please send them with their own sunscreen labeled with their name.**
- **Back off bugs**—The Zoo will spray campers with bug spray each time they go out into the Zoo. **If your child cannot use the brand shown, please send them with their own repellent labeled with their name.**



What to bring to Safari Camp

- **Stay hydrated**—Campers should have a labelled, reusable water bottle to camp. This not only decreases their impact on the environment by reducing single use plastics, but it also ensures they always have access to water.
- **Kids get hungry**—Guardians must provide a lunch for their camper daily. Consider sending your camper with reusable lunch items. **Please do not send any food that requires refrigeration or a microwave, as these are not available for camp use.** During the summer, guardians may elect to order food from our concession stand. This must be done at drop off.

What is NOT allowed at Safari Camp

- **Electronics**—We want campers to be present during the camp day. Please do not allow your camper to bring video game devices, music players, etc.
- **Out of Range**—Cell phones are not permitted at camp. Data enabled watches are permitted but guardians should not be contacting their campers throughout the day. If you need to get into contact with your child, please call the Zoo's main office at 485.587.2737.
- **Offensive Clothing, Books, etc.**—To ensure a safe environment for all campers and staff, any material that is deemed offensive (at the discretion of camp management) may be confiscated until pick up or require the guardian to bring a change of clothes.
- **Fancy Footwear**—Camp is very active! Secure footwear with a closed toe is required. These can be Keen or Merrell type shoes as long as they have a heel strap and a closed toe. **Wheeled shoes, open toed shoes, sandals, and flip flops are not allowed.**
- **Love it?...then leave it**—Camp is not the place to bring sentimental or valuable items. If you or your camper would be upset if it broke or got lost, it's best to leave it at home.
- **That toy is a problem**—Toys can cause an unintentional issue amongst campers. Board games, stuffies, etc. are fine only if the camper is willing to share and play along with other kids. **At no point should campers bring trading cards to camp.**

What to bring for Water Play (**guardians will be notified of specific dates ahead of time**)

- **Clothes that can get wet**—You may send your child with a bathing suit or clothing that can get wet.
- **A towel and dry clothes, please**—After water play, campers will change into dry clothes. Please also send a bag for wet clothes to go into afterwards.
- **Secure, water friendly shoes**—The campers will play in the field and it can get very slippery. Please send secured sandals (like Keens or Merrells) or water shoes.

Children are responsible for any items they bring to Safari Camp. Please clearly mark ALL items with your child's name. Call the Zoo at 785.587.2737 for Lost and Found items. Any items left at Sunset Zoo at the end of the following week will be donated to charity.

DROP OFF AND PICK UP PROCEDURES

No child shall be allowed to enter the camp program without completed paperwork. Refusing to complete the required paperwork WILL result in removal from program WITHOUT refund. This paperwork is required by our KDHE license.

Drop Off Procedures

- Drop off will occur in the rotunda of the Nature Exploration Center beginning at 7:30am, continuing until 9:00am.
- If you are dropping off after 9:00am, you will need to check in at the administrative offices. **Do not take your child directly to the classroom.**
- On the first day of camp, you will be asked to designate a password that allows us to safely release your child to appropriate adults. Please make sure that anyone picking up your camper knows this password. Please designate on the appropriate form ***all people*** who have permission to pick up your child from Sunset Zoo's programs. There MUST be someone identified in this section other than a primary guardian in case of an emergency.
- If you know you'll be picking up early, please communicate this to staff at drop off so we can have your child ready or near the building at pick up time.



Pick Up Procedures

- Pick up will occur at your child's classroom between 4:00-5:30pm.
- Whoever is picking up will need to provide the predetermined password. If they cannot provide the password, we can check the camper's paperwork for the approved pick up list. That person MUST provide a valid government issued identification before we will release the camper. This will cause a delay in the pick up process.
- If you are picking up between 9:00am-4:00pm, please proceed to the administrative offices. **Do not go directly to your student's classroom.** Staff will bring your child to you.
- **Pick ups after 5:30 pm are considered late, and guardians who are late more than once will be charged an additional \$10 for every 5 minutes to cover staff salary. Pick up after 6:00pm or repeat offenses may be grounds for suspension from the program without a refund.**

BEHAVIORAL EXPECTATIONS

To ensure a fun and safe experience for all camp participants, the Sunset Zoo has identified the following expectations for campers and their guardians:

Camper Expectations

Staff will guide campers in creating their own classroom expectations for each camp day or week. We find that when campers created their own rules, they are more likely to follow those expectations and hold their peers accountable for desirable behavior.

Generally, these are the guiding principles for camp:

- **Be kind**—Kindness includes respecting peers, staff, Zoo property, the animals, and oneself. All campers should use kind words, gentle hands and feet, calm voices when appropriate, etc.
- **Be safe**—We want campers to feel safe and be safe while they're at camp. This includes staying with the group (no running off), keeping hands and feet to ourselves, not climbing on structures not meant for climbing, etc.
- **Make good choices**—We want our campers to feel empowered about making choices in their lives... within reason. We hope to encourage campers to make choices that have positive outcomes and will redirect behavior when needed by offering guided choices.
- **Follow guidance from staff**—Staff want campers to have fun and be safe. We will use gentle guidance, provide choices, and correct behaviors with age-appropriate, scientifically proven methods.
- **HAVE FUN!**—This is the MOST important expectation for us. Campers who are having fun will also create lasting memories.



Please review each expectation with your child before the first day of camp.

Guardian Expectations

Like our campers, we have expectations for guardians, too. While they mirror the guiding principles above, we want to take the time to expand on them in a more adult manner:

- **Be kind**—There may be situations that involve hard conversations or frustrating matters (behavioral issues, instances of bullying, etc). Staff will always discuss these matters with you in a respectful and tactful manner. We will not tolerate raised voices, bullying, inappropriate language, or threatening behavior.
- **Be safe**—Please understand that your camper's safety is our top priority. Please come prepared with the predetermined password or be ready to provide government issued identification when picking up your child. We are not purposely keeping your child from you; we simply want to ensure the safety of your child by only releasing them to a safe adult.

Guns are not allowed within the Nature Exploration Center. If you are open carrying inside the building, you will be asked to leave the premises.

While it seems like we shouldn't need to say this, please do not pick up your child if you are inebriated. While we cannot keep you from picking up your child, we will notify authorities as well as the next emergency contact if we believe that you are intoxicated.

- **Make good choices**—please follow all the guidelines we have outlined, and please be on time dropping off and picking up your camper 😊
- **Follow guidance from staff**—Staff will always have open and honest communication with guardians. We hope for the same from you.

We expect guardians to be prompt in emergency or behavioral situations. If you are not able to retrieve your child in a timely manner, we ask that you send someone on your approved pick up list to do so.

- **HAVE FUN!**—While you don't get to attend camp, we hope you vicariously experience the fun as your campers excitedly share their experiences. We hope that you build a connection to Safari Camps and the Sunset Zoo, too!

Special Needs

Sunset Zoo is happy to accept campers with additional needs. While our staff are trained to work with children of varying ages and abilities, they are not able to provide dedicated attention to those who may need additional support.

To ensure that your camper is set up for success, you may elect to provide a paraprofessional trained in the unique needs of your camper. **This person cannot be a relative of the child and must be trained for this purpose.** This service is not provided by the Zoo and must be financially supported by the family of the camper.

Any adult presence in the camp classroom must undergo a background check per our licensing regulations. Should Sunset Zoo not be able to meet the needs of a child, we may request guardians provide this additional supervision.

Consequences of Misbehavior

The Sunset Zoo understands and trains Staff on age-appropriate behaviors, redirecting inappropriate behaviors as much as possible, and giving children grace as they learn to navigate their world. At times, it is necessary to give consequences for unwanted behaviors. The intent of all consequences at Sunset Zoo is to teach and encourage participants to make better, more appropriate choices. Consequences in class may include redirection to another action, providing guided choices, time to cool down away from the group, etc. However, we do realize a time may arise that the following may take place:

- If the unacceptable behavior continues beyond classroom interventions, the following actions will be taken:
 - Documentation of the undesirable behavior. Guardians must sign this document and it will be kept with the child's file.
 - Taking the camper to the office for discussions with camp management.
 - Contacting a guardian for phone support.
 - Contacting a guardian for pick up.
- The following behaviors will not be tolerated—bullying, physical and malicious harm to another camper or staff person, verbal harassment, threats of harm, and running from staff. At the discretion of Camp Management and without warning/redirection from staff, campers may be suspended for the day, week, or duration of the summer depending on the severity of the behavior.

Camp staff will always communicate with guardians about the behavior of their child. We do not want it to be a shock or cause frustration if a child must be removed from the program. Generally, but not always, removal from the program involves the following protocol:

1. First incident—camper may be sent home for the day.
2. Second incident—camper may be sent home for the duration of the camp session.
3. Third incident—camper may be removed from camps for the remainder of the summer. **Guardians will be given the option to remove their child from all future enrolled camp sessions for the rest of the summer with a full refund; but no refunds will be given for a week your child has partially attended.**

Sunset Zoo expects guardians to pick up their child in less than one hour after notification of an illness or incompatible behavior. Failure to retrieve your child within this timeframe may result in the child being removed from future camp sessions.

HEALTH AND SAFETY

General Considerations

Sunset Zoo staff will always follow guidance from the Centers for Disease Control & Prevention, Riley County Health Department, and City Administration that may be above and beyond the licensing requirements we already follow under any extraordinary circumstances.

Staff maintain cleaning and disinfecting processes for supplies and equipment used as well as frequent handwashing. We also have air purifiers in each classroom fitted with a medical grade HEPA filter (MERV17).

Families will also be expected to follow any guidance concerning exposure or positive testing of communicable diseases by CDC or the Kansas Department of Health and the Environment.

Illness

If your child will be absent, please notify Sunset Zoo by calling 785.587.2737. Please indicate when calling in if your child has any known communicable illness or any symptoms of a communicable illness, like COVID-19, pink eye or lice. **We are required to notify all families of any identified communicable illness to which their child may have been exposed while in a licensed program at Sunset Zoo.** Notifications will not include any identifying information about the ill child.

If a child becomes ill while in camp, guardians will be notified and asked to pick up their child. If primary guardians cannot be reached, we will call emergency contacts listed in the child's file. All sick children **MUST** be picked up as soon as possible but no later than an hour after being contacted. A child who is exhibiting signs or symptoms of an illness will be isolated in another space in the Zoo's Nature Exploration Center until they can be picked up by a guardian or emergency contact.

Signs or symptoms which require students to remain or be sent home:

- Oral temperature of 99 degrees or greater—they must be fever free without the use of medication for 24 hours to come to camp

- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or any unusual signs)
- Diarrhea
- Vomiting
- Mouth sores
- Rash with fever or behavior change
- Pink or red eyes with white or yellow discharge
- Untreated scabies, head lice, or other infestation
- Known contagious diseases while still in the communicable stage



Camp management may decide to send your child home if they report that they had a fever or vomited prior to coming to camp. Sick children should stay at home.

Injuries and Emergency Care

The health and safety of the children in our care is our top priority. Even under adult supervision, children often test their boundaries and physical limits, making occasional injuries inevitable. A report will be filed when an accident or injury occurs during the program. The incident/accident form will be shared with and explained to guardians at pick up. This form will need to be signed by a guardian to acknowledge understanding of the incident, and will remain in the child's enrollment file. If you would like a copy of the form to take home, please notify the staff.

If a child is seriously injured while at camp, guardians will be notified immediately. If they cannot be reached and the child needs emergency medical care, an ambulance will be called, and the child will be taken to the emergency room. Their Emergency Medical Care form will accompany the child along with a staff member who will stay with the child until a guardian comes to assume responsibility. Please keep your child's enrollment information current with phone numbers, emergency numbers, and other pertinent information so that you can be reached if necessary.

Medications

Sunset Zoo staff will administer prescription medication only if they are in their original container with the prescription label. Information required include:

- The first and last name of the child
- The date the prescription was filled with the expiration date
- The name or the licensed physician or nurse practitioner who wrote the prescription
- Specific, legible instructions for administration and storage of medication

An Authorization for Medication form must be completed by the guardian prior to any medication being administered. All medication will be kept in a locked container and returned to the guardian when treatment is complete. Medication will only be given exactly as prescribed.

Sunset Zoo staff will also administer over-the-counter medications provided by a guardian if the medication is in the original packaging. Staff will only administer over-the-counter medication in a manner outlined in the instructions printed on the original packaging. An Authorization for Medication form must be completed by the guardian prior to the administration of any medication.

Camp participants are not allowed to keep any medication on their person or in their bag during camp. Staff must be allowed to secure medications in a locked container. This is a requirement of our school-age program license through the Kansas Department of Health and Environment. Any violation of this policy may result in termination from the program, as it jeopardizes our license to operate camp.



CANCELLATIONS AND REFUND

We understand that plans change. You may cancel your enrollment at any time, but refunds will be permitted as follows:

- A refund is given if the child drops from the Camp and notification is given at least one week (7 days) prior to start date.
- A partial refund is given if Sunset Zoo is notified between one week and 48 hours of start date.
- No refund is given if notice is given within 48 hours of start date.

Refunds could take up to one to two months to process.

CONFIDENTIALITY POLICY

All campers' records, forms and information, will be confidential and are available to guardians upon request. This information is used only by the appropriate Sunset Zoo/Manhattan Parks and Recreation Staff in compliance with KDHE licensing to provide your camper with the highest quality of care.

At no time will non-guardians be given identifying information about another camper or their guardian.

CONTACT INFORMATION



Address: 2333 OAK STREET, MANHATTAN, KANSAS 66502

Phone: 785.587.2737 **Fax:** 785. 587.2730 **Email:** SunsetZoo@cityofmhk.com

ACKNOWLEDGEMENT AND AGREEMENT

All guardians will be required to acknowledge that they've read and understood the information in this document.