



Summer Camp in the Gardens Parent Handbook

Admission, Registration, and Fees

Parents of campers are required to complete all enrollment forms and pay the weekly camp fee to complete the registration process.

Summer Camp Required Forms:

***You have already completed all required forms if you registered online via Sawyer. If you would like a paper copy, please reach out to Kaytie-kruesch@monkgardens.org**

- Enrollment Form
- Health History & Emergency Care Plan
- Immunization Record
- General Permissions

Fees:

Half day member price: \$136/week

Half day nonmember price: \$170/ week

Extended day member price: \$212/ week

Extended day nonmember price: \$265/ week

Early drop off/before care: \$5 /day

After school pick up/ after care: \$5/ day

Naturalists- in- Training: \$100/week

Late Pick Up Fee: Up to 15 minutes late: \$10. 15 minutes late or more: \$10 dollars, plus an additional \$1 per minute. Late fees must be paid before child can return to camp.

All prices above are per child.

A 3% processing fee will be added to all payments, regardless of payment type.

Not a member yet? Become one [HERE](#)

Monk Botanical Gardens members receive a 20% discount on all camps. Refer to your membership card or membership letter to find the promo code. Refunds for the membership savings will not be issued if camp registration is completed without the membership promo code. Please call our office at 715-261-6309 with any membership questions.

Schedule

Half-Day: 8:30 AM- 12:00 PM

Full Day: 8:30 AM-3:30 PM

Before care (Early drop-off): 7:45 AM-8:30 AM

After Care (After school pick-up): 3:30 PM -5:30 PM

Campers should be picked up on time. If they are not, a late fee will apply: Up to 15 minutes late: \$10. 15 minutes late or more: \$10 dollars, plus an additional \$1 per minute. Late fees must be paid before children can return to camp.

Withdrawals and Refunds

No refunds are issued for a camp week if that week has already begun or for registration canceled within 4 weeks of a camp's start date. Refunds (minus a 15% admin fee) may be issued when requested 4 weeks prior to the first day of camp. Each refund is handled on a case-by-case basis.

Family Expectations & Understandings

To create the best possible learning environment and provide the best role models we can for our Campers, we ask that all families agree to the following outline of expectations and understandings.

- Respect the Gardens' rules when on the property
- Supervise children before signing in and after signing out
- Be respectful to all others you encounter on the property
- I understand that I do not receive refunds or adjustments for inclement weather closings or days missed.
- I understand that a \$35.00 charge is assessed for each Non-Sufficient Funds (NSF) check received.
- I understand that per our policies, my child must be fully toilet trained to attend Summer Camp. By "fully toilet trained," we mean that your child must wear underpants (no pull-ups) and be able to urinate and have their bowel movement on the toilet as well as wipe themselves after.
- I understand that I am required to complete all enrollment forms to complete my child's enrollment in Summer Camp.

Unexpected Absences

Campers are expected at camp unless staff is otherwise notified by the campers' parents.

If your child will be absent, camp teachers will need to know. If you are unable to let them know by the day before, please contact us in one of the following ways.

1. Call or text Kaytie (920-359-4488)
2. Call or text Elise (715-869-4565).
3. Call the Gardens office (715-261-6309) **(least preferred, the office will pass along the message).**

Absences should not be reported by email the morning of a missed camp, as staff may not be checking email at that time. If, by 20 minutes past the start of your child's camp, your child is absent without notice and we have not heard from you, we will call you.

Clothing

Remember: "There is no such thing as bad weather, just bad clothing."

Send your child to camp dressed to spend the morning outdoors. Campers should dress in layers, comfortable shoes, and avoid wearing clothing that is special to them or restricts outdoor play.

Sun Safety

We do our best always to do activities, projects, and enjoy snacks in shaded areas when adventuring through the Gardens.

We encourage you to:

- Send your child to camp with a wide-brimmed sunhat and sunglasses.
- Apply a broad spectrum, 30+ SPF, water-resistant sunscreen to your child before camp starts.
- Give permission to camp teachers to help your child reapply sunscreen if needed. To be most effective, sunscreen needs to be reapplied every 2 hours.

Sunscreen & Bug Spray

Staff will only apply sunscreen or bug spray to your child if we have been given permission on your child's enrollment forms.

Please send your child to class prepared for the outdoors by applying sunscreen or bug spray to your child at home before coming to school or outside during drop-off.

Send Campers to school wearing appropriate clothing for the weather that also protects them from the sun. Sunglasses and long-sleeved shirts are encouraged. Campers should be sent to school with a hat if possible.

Plants & Insects

Campers will play off the trails within the Gardens' property. While playing and learning at the Gardens, children may encounter plants such as poison ivy, stinging nettles, other thorny plants, mosquitoes, bees, hornets, other stinging or biting insects, and different types of ticks.

All of these are a part of nature, and Campers will learn about them, and staff will guide Campers in identifying them as they're playing and learning. Appropriate dress is one way to help avoid uncomfortable encounters with hazardous plants and insects.

In the situation that your child comes into contact with any hazardous plants or insects, staff will contact you immediately if it is an emergency (bee sting) or will inform you at pick-up if it was a minor incident (ran through poison ivy with long pants on).

Find Poison Ivy information here:

- <https://hort.extension.wisc.edu/articles/poison-ivy/>

Find tick information here:

- https://www.cdc.gov/ticks/removing_a_tick.html
- <https://wisconsin-ticks.russell.wisc.edu/tick-identification-for-public-health-and-medical-professionals/>

Risks and Hazards

At Summer camp in the Gardens, Campers will be exposed to age-appropriate risk through lessons and free play. Learning how to take appropriate risks helps children gain independence, confidence, and decision-making skills. Age-appropriate risks Campers might take include walking along fallen logs, climbing small trees, and using natural items like sticks while playing.

While age-appropriate risks are good learning opportunities for Campers, hazards are situations in which Campers have no control, and hazards will be monitored and controlled by teachers at all times. Hazards include sharp branches at eye level, dangerous weather, or ice.

Discharge Policy

Summer Camp in the Gardens reserves the right to cancel a camper's enrollment for the following reasons.

- Failure of the parent to complete and return all required forms
- Physical or verbal abuse of children or staff by a parent
- Failure of the parent to observe the rules and expectations of Summer Camp
- Following reasonable efforts on the part of Summer Camp staff and the child's parents, a child may be discharged if there are behavioral or developmental concerns beyond the scope of what Summer Camp is able to manage

If parents decide to withdraw their child from Summer Camp, the parents must notify the Education Manager in writing. Tuition is non-refundable.

Camper Behavior

Camper behavior is guided by setting clear limits and rules. Expectations are made clear for daily routines and each new activity and project. All teachers model behavior expectations. Undesirable behavior is redirected to another activity, or children are given choices of acceptable activities.

If a camper is upset, teachers get down on the student's level and talk to them to find the cause. Campers are encouraged to express their emotions in healthy ways and to talk through their feelings.

If a camper chooses to remove themselves from an activity for a moment or to "take some space," teachers respect that decision, allow the student to move away from the group (but still within sight and sound), and check in with that student after 2-3 minutes if they have not chosen to rejoin the class.

If there is an unexpected incident with a camper's behavior during class or if teachers notice a repeated behavior, teachers will discuss it with that student's caregivers at pick-up or by phone/email.

Waterfront Activities

Monk Botanical Gardens' property includes a small pond, which will be used by camp.

When interacting with the water, children are closely monitored. Children may engage in frog catching using their hands or nets and collecting insects and plants to take to shore to look more closely.

Nutrition

All camps are peanut free. Additional snack or meal restrictions may be implemented on a case-by-case basis depending on the known allergies of children in each camp. Children are required to bring a reusable water bottle to class every day.

Because Monk Botanical Gardens does not provide snacks or meals, we must provide families with USDA meal program requirements for your reference. This information is available on the USDA [website](#) and will be given to you at the time of enrollment.

Half-Day Snack Requirements

Parents must send a snack with their child to camp every day. Camper snacks should be able to be stored in a lunchbox with cold packs or at room temperature until snack time. Campers will not share snack, and Monk Botanical Gardens does not provide snack. Snack time will be held during the middle of the camp day (approximately 10 am).

Full-Day Class Snack & Lunch Requirements

Parents must send one snack and one meal with their child to camp every day. Both snack and lunch should be able to be stored in a lunchbox with cold packs or at room temperature until it is time to eat. Campers will not share snack or lunch, and Monk Botanical Gardens does not provide snack or lunch. Lunch is at 10:30 am, and snack is at 1:30 pm.

Before & After School Program Snack Requirements

A snack is required for both the before and after school programs. If your child is enrolled in both programs, you must send two snacks with them.

Rest

All campers under age 5 staying for full day camp (over 4 hours) will be given a 30 min period for rest or quiet activities each day.

Birthdays

Birthdays and half-birthday celebration treats are welcome to be brought by families. Please check with your camper's teacher regarding any food allergies in your child's class.

Daily Attendance

Parents are required to walk their child to and from the camp headquarters to sign them in and out every day. Parents should not leave any other children unattended in their vehicle while dropping off their child at camp. Parents with additional children in the car should bring them with them to sign in or out their other child.

Health

While we want to see your child at camp as often as possible, there are times when your child should stay home.

If your child has one or more of the following, please keep them home from school.

- Temperature of 100.4 degrees or higher
- A low-grade fever and acting ill
- An infectious disease
- Vomiting or upset stomach
- Diarrhea
- Constant runny nose
- Continuous coughing
- Lice
- Rash

Coughs or Colds

Campers will be sent home if they have continuous nasal drainage, coughing spells, or if their symptoms interfere with their ability to learn. Campers may return to camp as long as they are fever-free (for 24 hours without fever-reducing medication) and other symptoms are improving.

COVID

Campers should stay home if they have COVID-related symptoms such as a fever, chills, difficulty breathing or shortness of breath, new loss of taste or smell, muscle or body aches, or cough (not due to another condition).

Campers who have had known close contact with a COVID positive person should monitor for symptoms and test if symptoms develop.

If your child tests positive for COVID, we ask that you please let your teacher know and that your child stay home for 10 days, until symptoms have improved, and they are fever-free for at least 24 hours without fever-reducing medication.

As always, we will do our best to ensure good hand hygiene with Campers. If there is a positive COVID case within one of our classes or staff that has contact with your student, we will inform all families as soon as possible.

Masks

Campers and staff can choose to wear masks to camp and will be supported in their choice. Staff will respect the wishes of caregivers who request that their student wear a mask during the full camp session or indoors only. If a Sprout is wearing a mask indoors, at least one teacher will wear a mask as well to ensure that the child does not feel singled out.

Masks are not currently required indoors or outdoors at Monk Botanical Gardens. Monk Botanical Gardens reserves the right to implement a mask policy depending on community COVID levels.

Preventing the Spread of Illness

To do our part in preventing the spread of communicable diseases, staff and Campers will participate in the following good hygiene practices.

Campers will wash their hands:

- When arriving at school
- Before and after eating
- After any contact with wild animals or insects
- After using the restroom
- After sneezing and/or blowing their nose
- When hands appear dirty
- When entering the classroom after being outdoors

Staff will wash their hands:

- When arriving at school
- Before and after eating
- After any contact with wild animals or insects
- Before and after giving first aid
- Before and after administering medication
- After using the restroom
- After sneezing and/or blowing their nose
- When hands appear dirty
- When entering the classroom after being outdoors

Staff will wear gloves when giving first aid or when administering medication. Gloves are single-use and will be disposed of after use.

If your child has been exposed to another student who has been diagnosed with a communicable disease, we will let your family know.

Licensing

The day camp license, results of the most recent licensing inspection, and notice of any enforcement action, stipulations, conditions or exceptions that affect the license are available at the sign-in and sign-out location of Summer Camp in the Gardens every day. A copy of DCF 252 and the camp policies are available to parents upon request.

Confidentiality

Staff having access to children's records will not discuss or disclose personal information regarding the children to others except to the parent(s), or other person authorized by the parent, or as authorized by law.

Naturalists-in-Training Program

MBG Naturalists in Training (NITs) are young adults (12-16 years old) that are enthusiastic about working with kids, learning about the outdoors, and gaining valuable leadership skills. NITs will work closely with our education staff and interns and assist them in planning and leading nature-based activities and games for elementary and preschool-aged children. They will get an exclusive, behind-the-scenes look at what it takes to run an environmental education program while gaining confidence in their abilities and having fun!

NITs will:

- Attend two NIT learning sessions
- Assist with leading activities and games, transitions and daily routines
- Help with the setup and clean up of each day
- Gain applicable communication and leadership skills
- Build confidence and experience in a workplace environment
- Build knowledge about local flora and fauna

Schedules

NIT Sessions:

Summer Camp in the Gardens

- 10 weeks June-mid-August
- Mon-Friday 8:00-3:30 PM
- Must commit to a full week

Summer Camp NITs will meet with Camp staff the Friday before their NIT week(s) to review camp plans, prepare and ask questions, and help gather supplies for the week. During the camp week, NITs will arrive before campers are dropped off to help organize supplies and activities for the day, supervise campers, lead activities and games, assist in all daily routines and transitions, and stay after pick-up to clean up from the camp day. Every NIT will receive a nametag and Monk Gardens NIT shirt!

Evaluation

At the end of each session, NITs will complete a brief evaluation and end-of-session meeting with Gardens staff to receive feedback and give feedback about their experience.

Electronic Device/ Cell Phone Policy

The purpose of this policy is to help us all get the most out of our sessions while minimizing distractions, unkind acts, accidents, and frustrations caused by unpermitted, improper, and inappropriate use of electronic devices. This policy applies to all Naturalists in Training, Summer campers, and After School in the Gardens attendees. Cell phones, iPads, iPhones, Tablets, Smart Watches, other types of electronic communication devices, and electronic gaming devices must not be used, heard, or handled during the session unless directed in an emergency or medical situation. NITs are not permitted to be texting, taking photography or video recording at any time during the session. If you feel your child must bring a mobile device, it must remain on silent and completely out of view and on silent for the duration of the session.

Registration and Fees

NITs are required to complete and return all enrollment forms and pay the fee online or via mailed check. After completing the initial registration form on Givebutter and paying the session fee, parents will need to complete the additional enrollment forms listed below. The additional enrollment forms are required to be returned on your child's first NIT learning session

Required Enrollment Forms:

To complete your child's registration, please complete the following. This can be done online when registering via Sawyer.

[Enrollment Form](#)

[Health History & Emergency Care Plan](#)

[Immunization Record](#)

[General Permissions](#)

NIT Fee:

- Summer - \$100 per week

“2 Peas in a Pod” Incentive- Refer a Friend!

Registered NITs are eligible to refer friends to the NIT program! If both NITs successfully complete a NIT session, both the referrer and the person referred will receive a discount on their next NIT session. Reach out to Kaytie if you would like to refer a friend to the program.

Nutrition

All after-school sessions and camps are peanut free. Additional snack or meal restrictions may be implemented on a case-by-case basis depending on the known allergies of children attending each session. NITs are required to bring a reusable water bottle to class every day.

Because Monk Botanical Gardens does not provide snacks or meals, we must provide families with USDA meal program requirements for your reference. This information is available on the USDA [website](#).

NITs should bring a snack to all camp sessions. Snacks should be able to be stored in a lunchbox with cold packs or at room temperature until snack time. NITs will not share snack, and Monk Botanical Gardens does not provide snack.

Behavior Expectations

In order to have a great experience, we expect the NITs in our program to follow some basic behavior guidelines. It is very important for all NITs to set a good example for the younger kids.

Remember, NITs are leaders and role models!

- Come prepared for the day’s adventure with the appropriate clothing and
- equipment. (Sunscreen & bug spray should be applied in advance.)
- Stay with your group.
- Be respectful; to yourself, to others, and to all wildlife.
- Participate in all activities with enthusiasm and encourage others to do the same.
- Keep your hands and body to yourself. Do not touch other people or their property.

Examples of behavior that is NOT acceptable and will result in the removal of the NIT from the program.

- Angry or vulgar language, including swearing, name calling, and shouting.
- Reckless behavior that presents a safety threat to him/herself or others.
- Physical contact with another person in any angry or threatening way (such as pushing, shoving, hitting or biting).
- Harassment or intimidation by words, gestures, body language, or any other menacing behavior.
- Disrespectful “talking back” to leaders, other adults or other children.
- Theft or destruction of another’s property.

*Please do not hesitate to contact a staff member if you or your child experiences any behavior from another child or adult that is not in keeping with our behavior policy. We will investigate all complaints. We want this to be fun, safe, and educational for everyone involved.

Please reach out to Youth & Family Program Manager, Kaytie Ruesch, with any questions or concerns. kruesch@monkgardens.org or 920-359-4488

This handbook is subject to change. If an update is made, enrolled families will be notified and updated versions will be added to our website.

Summer Camp in the Gardens' full set of policies are available upon request.

Updated 1/9/2024