

PEGGY NOTEBAERT NATURE MUSEUM

WINTER CAMP



2018 Orientation Packet

Welcome to the Peggy Notebaert Nature Museum's Winter Camp!
Our camps connect children to the wonders of nature through a unique combination of hands-on science activities, child-led outdoor play, art, music, and live animal encounters.

Read and discuss this packet with your camper before coming to camp.

Best,
Anne and Nicole
([Camp Co-Directors](#))
camps@naturemuseum.org

Camp Hours

9am –2pm
Drop-Off: 8:45 -9:15am
Pick-Up: 1:45 –2:15pm

Please notify all approved pick-up persons to bring a valid photo ID every day.

Camp families will need to enter the Nature Museum for both pick-up and drop-off. We invite you to spend a few minutes sharing a cup of hot coffee with other camp families during drop-off every day of winter camp!

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What to Bring

In a zippered backpack, please bring the following labeled with your camper's name:

Lunch - All campers must bring a lunch every day. The Nature Museum Camps have a strict no peanut or tree nut policy. Please feel free to send labeled soy nut or sun butter as an alternative. Bring re-useable lunch containers to help reduce waste!

Reusable water bottle - Campers will have access to water jugs and fountains for refills.

Extra clothes - Camp activities happen both indoors and outdoors, so come prepared and dressed for the weather. Depending on the temperature and snow fall, send along a winter jacket, snow pants, snow boots, hat, gloves, and extra socks. For younger campers, please include underwear in case of accidents. Make sure all clothes are labeled with your camper's name.

2 pairs of shoes: 1 pair of sturdy snow boots & 1 pair of indoor shoes - Outdoor camp activities may include nature hikes, relay games and other physical activities, which require snow boots for comfort and safety. A second pair of shoes will ensure warm, dry feet inside. Campers who come to camp with only indoor shoes may not be able to participate in outdoor activities.

Sunscreen - Even in the winter sunscreen is important! Preferably a broad-spectrum protection spray or lotion.

(Please note: camp staff is not permitted to apply sprays or lotions to campers. We recommend applying it before drop off. If you wish for your camper to apply more during the day, please pack sunscreen).

Your ID for pick-up - The designated pick-up person needs a photo ID every day for pick-up. We require the pick-up person to show an ID for pick-up for your child's safety.

What to Leave at Home

Electronic Devices - Please leave electronic devices, like cell phones or games, at home. In case of emergency, camp staff has access to a radio and phone at all times.

Valuables - Please leave anything of significant monetary or sentimental value at home. The Museum is not responsible for any lost, broken or stolen items.

Toys - Please leave toys at home. Campers will have plenty do to at camp and it helps avoid distraction! However, in certain situations, exceptions can be made.

Please be sure to alert one of the Camp Directors ahead of time if:

- your camper would like to share a topical book or other object with fellow campers.
- your camper needs a security item such as a blanket or small stuffed animal.

Remember: All items brought to camp should be clearly labeled with the camper's name and must be taken home at the end of the camp day.

Communication

Camp families will get a Daily Parent Page email with updates, notes and pictures from our camp day! These emails will be sent to the first email listed on the registration form. Please contact the Camp Directors to update the email on file.

Reminders and camper updates will also be communicated to the authorized pick-up person at the end of the day.

Schedules

To help our campers develop a deeper connection to nature, campers will spend time outside each day (unless it is unsafe to do so). This will include planned activities as well as child led play with toys and materials to engage with on the Nature Museum grounds and adjacent Park District land.

Please make sure your camper comes dressed for the weather, including sturdy snow boots.

While each day (and age group) is unique, here is an example of a day for a 5 to 6 year-old camper:

Time	Activity
8:45 – 9:15	Camper drop-off
9:15 – 10:10	Indoor Activities- art, music/movement, and group games
10:10 – 10:15	Bathroom break
10:15 – 10:45	Outdoor Exploration- trail hike, habitat exploration
10:45 - 11:25	Critter Connection (Meet a turtle)
11:25 – 11:30	Bathroom break
11:30 – 12:00	Lunch
12:00 – 12:45	Indoor museum exhibit activities and/or outdoor nature play
12:45 – 1:00	Bathroom
1:00 – 1:30	Snack and free play
1:30 – 1:45	Prep for pick-up
1:45 – 2:15	Camper pick-up

If you and your child have further questions about the camp day, please review our Winter Camp Social Narrative. Though designed for children on the Autism spectrum and with sensory processing disorders, this is an appropriate resource for all children curious about what to expect from a typical camp day.

Weather

All Nature Museum Camps have an allotted indoor space; however, outdoor activities will still take place in rain, wind, or snow. Please send your camper with appropriate clothing and gear for the day's forecast. See the "What to Bring" section on page 2 for more details. On days when the weather is very cold, we will limit time outside to keep campers safe.

Health and Wellness

The Nature Museum Camp staff is trained in CPR and First Aid and trained to recognize the signs of a severe allergic reaction and in the administration of EpiPens.

For injuries or for illness (e.g., vomiting, nosebleeds or insect stings) camp staff will notify the primary guardian, followed by the secondary guardian, and then the emergency contact (in the order listed on the registration form) until a contact is notified. Other camper updates will be shared with the authorized pick-up person at the end of the camp day.

Please be sure to note any **allergies, medications or medical conditions on your campers registration form.**

If your camper is taking medication during camp, mark it on the registration form and send the medication in the original container. Nature Museum Camp staff members are able to remind campers to take medications but are unable to dispense medications of any kind*. Any medications brought to camp must be taken home at the end of the day; the Museum cannot keep or store medications overnight*.

If your camper needs an EpiPen, provide the details of their emergency action plan on the registration form.

*with the exception of prescribed EpiPens

Snack

A healthy snack will be provided each afternoon. Snack includes both a fruit and a grain. Snacks are not meals and will not replace a balanced lunch. Gluten-free and dairy-free snack options are available upon request for those campers with allergies. Please alert the Camp Directors of any allergies on the registration forms.

Peggy Notebaert Nature Museum Winter Camp

Pick-Up and Drop-Off Information 2018

During Winter Camp, camp families will need to enter the Nature Museum for both pick-up and drop-off. Please note, pick-up and drop-off take place inside the Nature Museum.

Every day an approved guardian or caregiver must wait with their camper until they are signed in during drop-off and they must also show their photo ID to sign out their camper out at pick-up.

In the morning, enter with your camper through the Nature Museum's front doors. During drop-off, we invite you to spend a few minutes sharing a cup of coffee with other camp families every day of winter camp! A camp staff member will help direct you from the Museum's lobby.

Drop-Off and Pick-Up Times

Drop-Off: 8:45-9:15am

Pick-Up: 1:45-2:15pm

Drop-Off and Pick-Up Locations

4 year-old campers: North Gallery , 2nd Floor

5 to 11 year-old campers: South Gallery, 2nd Floor

Please notify all approved pick-up persons to bring a valid photo ID every day.

Late Arrival and Early Pick-up

Please arrange all late drop-offs or early pick-ups with the Camp Director(s) at least one day in advance. The preferred notification is via email at camps@naturemuseum.org or by notifying camp staff at drop-off or pick-up at least one day before.

Any camper arriving after 9:15am or leaving before 1:45pm must be signed in or out with camp staff in the Museum's lobby.

A Visitor Services team member can contact Camp staff who will meet you in the lobby to complete the sign-in/sign-out procedure.

Please note: When arriving late, a parent/guardian must wait with camper until camp staff arrives and the camper is signed-in.



Behavior Policy

The Chicago Academy of Sciences / Peggy Notebaert Nature Museum strives to offer exceptional educational programs for children. In order to provide a positive camp experience for all campers, the Nature Museum Camps have the following behavior policy for the campers. Please review this policy carefully with your camper. Campers will be expected to adhere to the following behavior guidelines:

1. Be Respectful:

- Campers are expected to treat Museum staff members and other campers with kindness and respect.
- Campers are encouraged to offer positive comments toward others. Negative or demeaning commentary will not be allowed.
- Campers are expected to listen to camp staff and follow their instructions.
- Campers are expected to show respect to animals. Campers are expected to follow Museum staff directions on how to appropriately interact with the animals in the Nature Museum's living collection.

2. Be Responsible:

- Campers are expected to care for their own belongings.
- Campers are expected to responsibly use the Nature Museum's supplies and facilities.
- Campers are expected to clean-up after themselves following camp activities, including lunch and snack.

3. Be Safe and Be Kind:

- Violence of any kind (shoving, hitting, etc.) will not be tolerated. Additionally, violent imaginative play (pretend fighting, imaginary guns/weapons) will be redirected by staff. Please discuss appropriate play topics for the camp setting with your child.
- Swearing and foul language are not tolerated at camp.
- The Nature Museum Camps strive to be a "bully free" zone, one that encourages positive interactions and builds social support systems. With this, we encourage your camper to communicate with camp staff and to alert staff if **any bullying** is experienced/witnessed. That way we may address these issues as quickly as possible.

The following guidelines will be used to address behavior issues. This policy is designed to address the issue at hand and assist the parent/guardian and child in dealing with the behavioral incident. The goal is to help the child understand and resolve the issue and to ensure a positive environment at Nature Museum Camps. The counselor, followed by the Camp Directors, will determine when a behavior issue requires further attention.

First Incident – Staff will address the behavior issue with camper. The counselor may elect to remove the camper from camp activities for a brief period of time. The counselor may choose to use this consequence multiple times before proceeding to the next stage of disciplinary action.

Second Incident – If a disruptive behavior continues, the counselor will inform the Camp Directors or Assistant Director. An incident report may be completed describing the camper's behavior. The issue will be discussed with the parent/guardian by the Camp Directors.

Third Incident – If similar behavior persists, parent/guardian will be notified and an incident report will be completed. The camper will then be suspended from one full day of camp. A refund will not be issued.

Fourth Incident – The Camp Directors and Assistant Director will discuss the appropriate action. The objective is to help the child and parent/guardian resolve the behavioral issue. If necessary, the child will be removed from the camp. Should the Camp Directors elect this course of action a refund will not be issued for any of the remaining days of camp.



PEGGY NOTEBAERT NATURE MUSEUM

WINTER CAMP



2018 FAQ Sheet

Registration

Q. When does registration open for winter camp? What age groups are available?

A. Open registration began in November 2017. The Nature Museum camps accepts 4 to 11 year-olds.

Q. How do I register?

A. Register online at naturemuseum.org/wintercamp. Within five business days of submitting an online registration form, you will receive notification via email if your camper has been accepted into the session(s). Upon receiving the acceptance email, you will have two full businesses days to submit payment over the phone to secure your camper's spot(s). If you have registration questions, please contact the Camp Directors at camps@naturemuseum.org.

Q. Do you have a waitlist?

A. Yes. Once a camp session is filled, we immediately begin a waitlist. If your child is placed on the waitlist, we will contact you if a spot becomes available. Payment will only be processed if you choose to accept the spot.

Q. What is your cancellation policy?

A. Cancellations must be made at least 15 days prior to camp to receive a refund or to transfer to another date of the same program. No refunds or transfers will be available less than 15 days prior to a program's start date. To cancel your registration you must email camps@naturemuseum.org.

Q. What is the timeline on confirmation of registration?

A. A confirmation email will be sent within five business days after the receipt of a completed form.

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Camp Logistics

Q. What are the camp times and dates?

A. Camp runs January 2, 3, 4 and 5 2018 from 9:00am to 2:00pm.

Q. Do you offer after-care for campers?

A. No. During winter camp, we do not offer any extend after-care options.

Q. What should my camper bring each day?

A. In a zippered backpack, please label the following with your camper's name:

Lunch - All campers must bring a lunch every day. The Nature Museum Camps have a strict no peanut or tree nut policy.

Reusable water bottle - Campers will have access to water jugs and fountains for refills.

Extra clothes - Camp activities happen both indoors and outdoors, so come prepared and dress for the weather. Depending on the temperature and snow fall, send along a winter jacket, snow pants, snow boots, hat, gloves, and extra socks. For younger campers, please include underwear in case of accidents.

2 pairs of shoes: 1 pair of sturdy snow boots & 1 pair of indoor shoes - Outdoor camp activities may include nature hikes, relay games and other physical activities, which require snow boots for comfort and safety. A second pair of shoes will ensure warm, dry feet inside. Campers who come to camp with only indoor shoes may not be able to participate in outdoor activities.

Sunscreen - Even in the winter sunscreen is important! Preferably a broad-spectrum protection spray or lotion.

Remember: The designated pick-up person must bring a photo ID for pick-up every day.

Q. Is there anything my camper should not bring?

A. Campers should not bring electronics (including cell phones), valuables or other games/toys. If needed, a small comfort item can be packed (e.g., a small stuffed animal, or family picture), but please do not pack items with significant meaning. Keep in mind that items may be misplaced. Nature Museum camp staff is not responsible for any lost or stolen items.

Q. Does camp provide lunch? Do I need to send a snack with my camper?

A. We do not provide lunch. You must send your camper with lunch. For the safety of all participants, we have a strict no peanut and tree nut policy. Campers are not able to purchase their lunch from the Museum Café during the day. A healthy afternoon snack will be provided, including a fruit and grain option. Gluten-free and dairy-free snack options are available upon request for those campers with allergies.

Q. How are the camps staffed? How many adults will be with my camper?

A. Our camps are supervised by the Camp Directors. During winter camp, a team of Museum Education staff, Head Counselors (college-aged) and Counselors (high school and college-aged) lead activities and supervise the campers throughout the day. For the 4 year-old campers, our staff to child ratio is 1:5. For the 5 to 11 year-old campers, the ratio is 1:7.

Q. What is your bathroom policy?

A. All campers must be fully potty-trained and need no assistance when using the restroom. Campers will be offered several bathroom breaks throughout the day. A camp staff member will always be stationed in the public restrooms during this time.

Q. Is the camp staff trained in first aid?

A. Yes, the Nature Museum Winter Camp staff is trained in CPR and First Aid and trained to recognize the signs of a severe allergic reaction. Staff is also trained in the administration of EpiPens. Please be sure to note any allergies, medications or medical conditions on your registration form. If your camper will carry an EpiPen, make a note your registration form. The Camp Directors will contact you prior to the start of camp to discuss the action plan for emergency administration.

Q. Will my child be spending any time outside?

A. Yes! Please dress your camper for the weather and send them with 2 pairs of shoes (1 pair of sturdy snow boots & 1 pair indoor shoes) to allow for safe and comfortable play outdoors and indoors. We will absolutely play in the wind and snow, but campers will participate in indoor activities in the event of unsafe conditions.

Q. Does the Nature Museum Camp have a Behavior Policy?

A. Yes. All campers are required to review the camp behavior policy and contract with their parent or guardian prior to their first day of camp. The complete policy can be found in the Orientation Packet on page 6.

Q. What if my child has special needs?

A. Please note any special needs your child has on the registration form. The Camp Directors will contact you prior to the start of camp to discuss any strategies or accommodations the staff can implement to best support your child during Nature Museum Camp.

Q. How can I prepare my child for Winter Camp?

A. We provide a Winter Camp Social Narrative for all campers. Though designed for children on the Autism Spectrum and with sensory processing disorders, this is an appropriate resource for all children curious about what to expect from a typical camp day. Please read and discuss the Winter Camp Social Narrative with your child before their first day.

