

Keep this letter for your records)
Summer Camp 2019

Erie Zoo

Dear Parents/Guardians:

Thank you for registering your child in the Summer Week-long Zoo Day Camps at the Erie Zoo. We want to make your child's week at Zoo Camp as fun and educational as possible. To help the week run smoothly, we have instituted some policies and need some support from you, the parents. Please read the information in this letter carefully and feel free to call the education department, 864-4091 with any questions or comments.

Drop-off and Pick-up and Aftercare Program: Drop-off and pick-up will take place at the **West 38th Street entrance at the tiger striped education door.** This is the door next to the foot of the stairs to the office. Drop off will occur between 7:45-8:30 am. Any late arrivals and early dismissals must be pre-arranged with zoo staff because they disrupt the flow of the camp. Pick up will occur between 3:45 and 4:15 pm. Aftercare pickup will take place from 4:15-5:30 pm. There is an additional charge of \$30 per week for the first child and \$15 per week for additional children for aftercare.

Children must be brought to the check-in table by a responsible adult who will sign the child in and pick up the child's code word. This code word must be told to the staff person manning the door when the child is picked up. The person who will be picking the child must let the staff know the code word and sign the child out. Additionally, our staff reserves the right to request photo identification for anyone picking up a child. Please do not enter the classroom before the end of the session unless you have made prior arrangements for early pick-up.

Late Arrival /Early Pickup: If you are going to arrive after 8:30am or are going to pick up prior to 3:45pm you will need to notify the check in staff (to fill out a pick up/drop off request form) or call the zoo office as soon as possible. We will have to adjust camper times in areas/activities to make sure we are ready for a late arrival or early departure. Without prior notice this disrupts the whole camp and can cause campers to miss valuable parts. Early pickups are difficult because the campers are not located near the front of the zoo. It can take up to 20 minutes to get a child to the front of the zoo for an unannounced pick up.

Snacks: Water is available throughout the session and we will provide a morning snack. Aftercare attendees will also receive a snack during aftercare. A water bottle will be provided. Any food restrictions or allergies should be indicated on the child's Emergency Form. If you have a child with food restrictions of major importance (life threatening allergies, diabetes, religious restrictions or behavior-affecting food sensitivities, etc.), we appreciate advanced notice so that we can have alternative snacks available from day one. You are also allowed to bring in allergy friendly snacks for your child if you choose to opt out of ours. Snacks may include dry cereal, fruit snacks, popcorn, crackers, animal crackers and freezer pops.

Lunch: Full Day campers will either need to bring a lunch or buy a lunch from the zoo. We do not have access to a refrigerator or microwave so please pack accordingly. Zoo lunches can be purchased for the whole week on Monday or paid for on individual days. All payments must be made the week of camp. We cannot take lunch orders or payment prior to camp starting. All lunch orders need to be completed at check in.

Dress: Zoo Day Camps are fun and fun can be messy. Please send your child in older clothes so we can have a great time without worry. **Please do not allow your child to wear open-toed shoes, flip-flops or clogs.** This type of footwear is not safe for the activities we have planned. Dress for the weather and outdoor fun each day. Dresses are not advised. Use sunscreen before coming to the zoo. If you would like sunscreen applied throughout the day please fill out the Authorization to Dispense Medication form and place sunscreen in a gallon baggie with first and last name on it.

Camp Staffing: Each camp group will be led by a minimum of two adult paid staff. Our staff is supplemented by Adult and teen volunteers from our Docent and EdZooCrew programs, who attend training in preparation to volunteer. The volunteers act as extra hands, eyes, and ears and for the staff and as a helper for the kids. If you have a question or concern, we ask that you direct it to the adult staff person working with your child. All staff and volunteers go through multiple forms of background checks.

Example Schedule: Your child will participate in sit-down games as well as active games on the front lawn, activities, craft-making, walks on zoo grounds and in Glenwood Park, and will see an animal show each day. Please look at the attached sample schedule for a more detailed look at the activities and times.

Special Concerns: If your child needs special attention due to a behavioral, emotional, physical or educational need, we will do our best to accommodate your child. Your advice and suggestions are most welcome and we suggest a call to the education department prior to the camp week. We welcome Therapeutic Support Staff or Aides if your child has one. Please fill out our Special Needs and Accommodations Questionnaire to help us better understand your child's needs.

Please call us with any questions or concerns.

Thank you and we hope your child enjoys their week at Zoo Day Camp!

See You at the Zoo!

Heather Gula, Education Director
864-4091 ext. 223
P.O. Box 3268
Erie, PA 16508



Erie Zoo Summer Camp Positive Behavior Plan

The Erie Zoo ("Zoo") strives to provide each camper with a positive experience during our Summer Camps. To ensure an educational, fun, safe and inclusive environment for all children, we expect campers to abide by our Positive Behavior Plan. Parents should discuss the following behavior expectations and consequences with their child prior to the child's attending camp:

- Treat others with dignity and respect. Bullying, teasing and/or other disrespectful behavior toward any educators, volunteers, Zoo visitors, fellow campers or others will not be tolerated.
- Be respectful of Zoo property and the property of others.
- Make responsible choices - follow directions, stay with the group at all times, and use materials properly.
- Obey safety rules. Do not enter staff-only areas. Do not run anywhere on Zoo grounds except the front lawn. Do not climb any fences or railings.

The following inappropriate behavior is strictly prohibited and will not be tolerated:

- Hitting, pushing, fighting or provoking a fight with other campers, staff, volunteers, Zoo visitors or others.
- Misusing, defacing or deliberately damaging Zoo property or the property of others.
- Mistreating animals.
- Stealing.
- Disobeying the instructions of Zoo staff or volunteers.
- Disobeying safety rules.
- Swearing.

We understand that children are learning in all aspects of their lives and that learning appropriate behaviors is a process. If inappropriate behavior becomes an issue, whenever possible, the Zoo will attempt to work with the child to make sure that he or she understands what is expected of them. Nevertheless, we are committed to maintaining a safe camp environment. In the event a camper engages in any of the prohibited behavior described above, he or she will be subject to discipline, generally in accordance with the following steps. The Zoo reserves the right to discipline more severely if the circumstances are deemed to warrant it, including skipping disciplinary steps and/or expelling the camper from the summer camp program without recourse.

Step 1 - Verbal Warning

Camp staff will give the camper a verbal reminder of expected behavior and review rules.

Step 2 - Written Warning

The Education Director will discuss with the camper his/her inappropriate behavior and develop a plan to encourage positive behavior. Positive behavior plans may include a time out in the Education Director's office, use of a positive behavior rewards chart, assignment of a Behavior Buddy, and/or minor adjustments to classroom settings/procedures. Parents will be told when they pick up their child about any incidents and will be encouraged to remind the camper of positive behavior expectations.

Step 3 - Expulsion

Camper who consistently fail to abide by the Positive Behavior Plan or who engage in serious misconduct will be removed from camp for the remainder of the program and, depending on the severity of the circumstances, any additional camps in which the camper is enrolled during the 2018 season. No refunds will be issued if a child is removed from camp for behavior issues.

Parent Signature

I have read and understand the Erie Zoo Summer Camp Positive Behavior Plan and have discussed it with my child. I understand that failure to abide by the Positive Behavior Plan may result in my child's removal from Erie Zoo Summer Camp without refund.

Child's Name: _____

Parent Signature: _____ Date: _____

This form must be signed and returned to the Zoo no later than check-in time on the first day of Summer Camp.

Parent Questionnaire for Children with Special Needs

The Erie Zoo ("Zoo") cares for the safety and well-being of each participant in our Summer Camp Program. These questions are asked for the benefit of your child so that we may provide the best experience and safest environment for everyone involved. The Zoo respects your family's right to privacy. Any information shared from this form is communicated directly with those responsible for caring for your child while he or she is at camp and only on a "need to know" basis.

Please complete this form (attach additional pages if necessary) and email to hgula@eriezoo.org or mail to **Erie Zoo Education Department, P.O. Box 3268, Erie, PA 16508** prior to the first day of camp. The sooner it gets to us the more prepared we can be.

Child's Name: _____ Date of Birth: _____

Parent Name: _____

Email: _____ Phone: _____

My child has the following diagnosis, medical condition(s) and/or learning difference(s). Please attach IEP if available:

Please help us better understand your child's needs. Please check any of the following that are applicable to your child:

- | | | |
|---|--|--|
| <input type="checkbox"/> short attention span/easily distracted | <input type="checkbox"/> hearing challenges | <input type="checkbox"/> speech difficulties |
| <input type="checkbox"/> difficulty in social settings | <input type="checkbox"/> trouble sitting in group | <input type="checkbox"/> visual impairment |
| <input type="checkbox"/> tantrums/melt-downs | <input type="checkbox"/> aggressive behavior | <input type="checkbox"/> shyness |
| <input type="checkbox"/> motor skills (walking/jumping) | <input type="checkbox"/> tends to be possessive | <input type="checkbox"/> seizures |
| <input type="checkbox"/> trouble with sensory experiences | <input type="checkbox"/> changes in routine | <input type="checkbox"/> remaining on task |
| <input type="checkbox"/> trouble following directions | <input type="checkbox"/> separation anxiety | <input type="checkbox"/> tends to wander |
| <input type="checkbox"/> aversion to water, lights, loud noises | <input type="checkbox"/> trouble using the bathroom without assistance | |
| <input type="checkbox"/> other (please describe) _____ | | |

Does your child have any allergies (food, drug or other)?

Please list any food restrictions your child has. If the restriction is due to a sensitivity/allergy, please describe the reaction.

Does your child have an aide or therapist who will be attending camp? _____

Are there any other concerns you would like to share about your child?

I have fully disclosed to the Erie Zoo all pertinent facts about my child's special needs and accept full responsibility for missing information. I understand the nature of the Summer Camp Program and do hereby release the Zoo and its representatives from any liability due to accident or injury incurred by my child.

Parent Signature: _____ Date: _____

Authorization to Dispense Prescription and Non-Prescription Medication

Please complete this form if your child needs to be given any medication during Zoo Summer Camp hours. Please bring this form with you on the first day of camp. No medication will be dispensed without written authorization from the child's parent or legal guardian.

All prescription medication must be in the original container with the original pharmacy label containing the name of the medication, the child's name, prescribing physician, and dosing instructions. Non-prescription/over-the-counter medication must be in its original packaging and labeled with the child's name.

Child's Name: _____ Date of Birth: _____

Name of Parent/Legal Guardian: _____

Email: _____ Phone: _____

By my signature below, I authorize the Camp Staff Supervisor to dispense the following medication(s) to my child as directed on the prescription label or printed manufacturer's label:

Name of Medication	Prescribed Dose	Day(s) to be Administered					Time to be Administered	Known Side Effects
		M	T	W	Th	F		

Please provide any other information the Zoo should know about dispensing the above-listed medication to your child:

Parent/Guardian Acknowledgments

I hereby acknowledge that the information I have provided above is accurate and complete.

In all cases, if there are any changes to the medications to be dispensed and/or the instructions for dispensing medications, a new Authorization to Dispense Prescription and/or Non-Prescription Medication form must be completed.

I recognize and acknowledge that there are certain risks of physical injury associated with the administering of medication to my child and do hereby release the Zoo and its representatives from any liability arising out of, connected with, incidental to, or in any way associated with the administering of medication.

Parent/Guardian Signature: _____ Date: _____



Erie Zoo Camp Photo CD Offer

Thank you campers and parents for signing up for a summer camp session in 2019! We have enjoyed having you here as part of our mission to advance conservation through science, education and personal experiences. Here is an opportunity to keep the memories of your week alive:

What: Our best collection of jpeg photos capturing camp activities, games, group and individual photos and of course, animals!

Where: Turn in your form at the check in table during the week of your program.

How: Bring or send in cash or check for \$10.00 with your order form. CD will be available for pick up on the Tuesday following camp. If you would like your CD mailed to you, please add \$5.00 for shipping. If your child attends multiple camp sessions we can add additional CDs for \$5.00 per camp. **Payments are only accepted during the camp season. Please do not pay ahead.**

Junior Zookeeper is not part of the CD offer.

Order Form for 2019 Erie Zoo Week-long Day Camp Photo CD

Name of Camper: _____

Camp Session Name	Age Group	Full Day/Half Day
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Amount Enclosed:**
- _____ \$10.00 CD
 - _____ \$5.00 Shipping
 - _____ \$5.00 each additional camp session to be included
 - _____ \$30.00 Special rate: All 10 weeks of camps
 - _____ Total Enclosed

Mail To: _____

OR I will pick up my CD _____
Phone number _____



Zoo Camp Meal Plan

Monday			
Smaller Meal \$4.00		Larger Meal \$5.00	Beverage
1 slice pizza (Peperoni or Cheese)		2 slices of pizza	juice or water
Chips (BBQ, Cheese Curls, Animal Crackers, Pretzels)		Chips (BBQ, Cheese Curls, Animal Crackers,	
Dessert/Snack Cake		Dessert/Snack Cake	

Tuesday			
Smaller Meal \$4.00		Larger Meal \$5.00	Beverage
4 piece chicken nuggets		6 piece chicken nuggets	juice or water
Small Fry		Small Fry	
Dessert/Snack Cake		Dessert/Snack Cake	

Wednesday			
Smaller Meal \$4.00		Larger Meal \$5.00	Beverage
1 Hotdog		2 Hotdogs	juice or water
Chips (BBQ, Cheese Curls, Animal Crackers, Pretzels)		Chips (BBQ, Cheese Curls, Animal Crackers,	
Dessert/Snack Cake		Dessert/Snack Cake	

Thursday			
Smaller Meal \$4.00		Larger Meal \$5.00	Beverage
4 piece chicken nuggets		6 piece chicken nuggets	juice or water
Small Fry		Small Fry	
Dessert/Snack Cake		Dessert/Snack Cake	

Friday			
Smaller Meal \$4.00		Larger Meal \$5.00	Beverage
1 slice pizza (Peperoni or Cheese)		2 slices of pizza	juice or water
Chips (BBQ, Cheese Curls, Animal Crackers, Pretzels)		Chips (BBQ, Cheese Curls, Animal Crackers,	
Dessert/Snack Cake		Dessert/Snack Cake	

This is a sample daily schedule. Activities will vary due to weather and topics covered.

	Ages 4 -5	Ages 6-8	Ages 9-13
8-8:30	Check in	Check in	Check in
8:30-9	Topic of the day	Topic of the day	Topic of the day
9-9:30	Craft- Themed to topic of day	Game	Activity- Themed to topic of day
9:30-10	Snack (cereal, fruit snacks, crackers etc)	Craft- Themed to topic of day	Snack (cereal, fruit snacks, crackers etc)
10-10:30	Animals- Themed to topic of day	Snack (cereal, fruit snacks, crackers etc)	Zoo Walk- Different area each day
10:30-11	Zoo Walk- Different area each day	Animals- Themed to topic of day	Craft- Themed to topic of day
11-11:30	Activity- Themed to topic of day	Zoo Walk- Different area each day	Animals- Themed to topic of day
11:30-12	Game	Activity- Themed to topic of day	Game
12:00-1:00	Lunch/Quiet Time/Video	Lunch/Quiet Time/Video	Lunch/Quiet Time/Video
1-2:00	Park/Nature Play	Park/Nature Play	Park/Nature Play
2-2:30	Craft- Themed to topic of day	Activity- Themed to topic of day	Activity- Themed to topic of day
2:30-3	Activity- Themed to topic of day	Craft- Themed to topic of day	Game
3-3:30	Game	Game	Craft- Themed to topic of day
3:30-4	Front Lawn- Free Play	Front Lawn- Free Play	Front Lawn- Free Play
4-5:30	Dismissal/After Care	Dismissal/ After Care	Dismissal/ After Care