



## Santa Barbara Botanic Garden Summer Camp Orientation Packet

### Welcome to Camp!

We are thrilled to have your child at the Santa Barbara Botanic Garden for camp this summer! In this packet, you will find the Garden's Camp policies and procedures including a camp checklist and general information to help keep you and your camper on-track between now and the start of camp. We ask all camp families to carefully read over the policies and procedures prior to the beginning of camp.

If you have any questions about the camp experience, please do not hesitate to contact us.

**Garden Mainline:** (805) 682-4726

**Camp Lead:** Michelle Cyr: [mcyr@sbbotanicgarden.org](mailto:mcyr@sbbotanicgarden.org); ext. 161

**Camp Registration:** Deborah Lupo: [camp@sbbotanicgarden.org](mailto:camp@sbbotanicgarden.org); ext. 102

### Preparing for Camp

#### Changing and Confirming Camper Information

You can make any changes to your camper's information, including authorized pick-up, medical information, Extended Day registration, photo permissions, or contact details, by logging into your UltraCamp account from the Garden's camp page. Before you start camp, we recommend checking your information to make sure everything is correct and up to date.

#### Daily Camp Check-List

Please make sure your child comes to camp with the following materials. If you require assistance with any of these items, please let us know as we have limited extras that we can provide.

- Water bottle- 16oz minimum, filled
- Backpack
- Bagged lunch
- Two healthy snacks (packed separately from lunch)
- Spare clothes- 1 set for the week
- Closed-toed shoes
- Hat
- Sunblock
- Well-fitted face mask (optional)

On the first day of camp, you will be provided with two camp T-shirts. Please make sure your child wears their shirt daily.

#### Lunch and Snacks

Campers must bring a bagged lunch and two snacks to camp every day. Please plan for meals that do not need refrigeration or to be heated up in a microwave. Limited extra snacks and water are available for sale in the gift shop. Please pack nutritious snacks and avoid sugary snacks such as soda or candy that may dehydrate your child. Unless notified, campers are allowed to have peanut butter and nut products in their lunches and snacks. Due to allergies and reducing spread of diseases, campers are not permitted to share snacks or lunch with one another.

## Backpack

Campers will be exploring several sections of the Garden throughout their camp experience. As a result, campers are responsible for carrying their own backpacks the whole day, which contains their water, snacks, mask, hat, sunblock, pencils and journal. Please be sure to send your child to camp with a backpack that is able to hold these materials. Lunches will be stored and brought down to lunch areas each day and should be packed in an identifiable bag.

## Sunblock

Children should come to camp with sunblock already applied. Counselors will have campers reapply sunblock during snack and lunch breaks.

## Drop Off and Pick Up

### General Information

Drop off and pick up will occur in the Garden's main parking lot. Drop off begins at 8:30am and camp begins promptly at 9am. Pick up is at 3pm. If you are running late for drop off or pick up, please contact the Garden at (805) 682-4726 and inform our frontline staff. If your child is not picked up before 3:30pm, they will be enrolled in the day's Extended Day program and you will incur a \$20 fee. Extended Day ends at 5:00pm, if your child is not picked up by 5:15pm, you will incur a \$30 fee plus an additional \$15 for every half hour of extra supervision.

### Photo ID

Camp participants will only be allowed to leave camp with persons listed on their Authorized Drop Off/Pick Up Form with a valid photo ID. A child will not be released to anyone without valid photo identification and authorized persons will also be asked to sign their name and the date on a sign out sheet. This system is for the protection and safety of your child. If you have any changes to your Authorized Drop Off/Pick Up Form, please contact us immediately.

### Parking

To account for the Garden's limited parking, we will reserve designated spots for parents to park during camp pick-up. These spots will be labeled and vehicle parking will be limited to 10 minutes max.

## Code of Conduct

Parents/Guardians will be informed of any strikes incurred throughout camp. Prorated refunds will not be issued for campers who are sent home due to misconduct. Certain offenses, such as extreme violence, may cause us to bypass our three-strike policy and send a camper home immediately.

The Santa Barbara Botanic Garden may, in its sole discretion, dismiss any camp participant for inappropriate, disrespectful, or dangerous behavior at any time. Such instances will be treated as they occur and a record of the incident will be taken by the Garden. Please see the **Camper Behavior Agreement** for details on our behavior expectations.

If a camper has difficulty following the Garden's behavior expectations, the Garden maintains a three-strike policy for violations of camper agreement and misconduct:

- **First Offense:** The camper will receive a verbal warning. This occurs after a discussion about the inappropriateness of the behavior.

- **Second Offense:** The camper will receive a Time Out from camp activities. The camper and guardians will review the Behavior Agreement with staff and discuss ways staff members can support the camper to make behavior improvements.
- **Third Offense:** The Camper will be sent home for the remainder of the camp day. Guardians must work with camp staff to create a plan to develop a plan to reduce misconduct. If misconduct continues afterwards or a plan cannot be developed, the child will be sent home and cannot return to camp.

## Bullying

Bullying is inexcusable and the Garden has a firm policy against all types of bullying. We address all incidents of physically and emotional bullying seriously. If bullying is found to be taking place, our staff will work with campers and guardians to try to come up with an amicable solution.

## Property Damage

If a child breaks or damages any Garden property as a result of their direct or indirect behavior, guardians are required to pay for its repair or replacement.

## Emergencies

### Evacuation

If Garden staff and visitors need to evacuate the grounds due to an emergency such as a fire or earthquake, guardians will be contacted as soon as possible. Unless it is safe to do so, guardians will not be allowed to pick up their child from the Garden, rather they will need to pick them up from a designated evacuate zone.

### Medical

In the event of illness, injury, and/or accident, Garden employees may approve any and all non-emergency or emergency treatment and are authorized to sign any and all medical release or required form(s) on guardian's behalf. In the event of an emergency, guardians will be notified of the situation as soon as possible. If your child requires any medications, we will reach out prior to camp to discuss administration details.

## Associated Risks

Although the Santa Barbara Botanic Garden has taken reasonable steps to safely operate our program, camp is not without risks. The risks involve various elements, some which the Garden has no control over, and others that are inherent in the activities. Some of these risks may include, but aren't limited to:

- Poison oak
- Heat-related illness
- Sunburn
- Scrapes, bruises, minor injuries
- Bee stings and insect bites
- Ticks

## Poison Oak

Poison oak is a common plant that grows in our wooded and riparian areas that contains oils which can trigger an allergic reaction that causes a red, itchy rash. Intense exposure or reactions to poison oak can lead to hospitalization. Poison oak can be identified by its shiny, three-pointed leaves that may be red or green depending on the season. Its oils can be found on all parts of the plant, including its stems.

To prevent poison oak reactions, campers should wash their bodies with cold water and soap once they are home to remove any oils. We recommend campers wear pants, especially on days they know they will be in the creek, and to wash their clothes each day.



*Poison Oak*

## Ticks

Ticks are parasitic insects that latch onto humans and animals to feed off of their blood. Ticks can carry tickborne diseases, such as Lyme Disease and Rocky Mountain Spotted Fever. Symptoms of these diseases may take days or weeks to appear but the most common symptom is a “bull’s-eye” rash that appears near the site of the tick bite and may also be followed by a fever. The best way to prevent tick bites is to check your body each day for ticks, especially in the folds of your skin, armpits, legs, and behind the ears. If you have been bitten by a tick and are experiencing symptoms, contact your doctor immediately.



*American Dog Tick.*

*Photographed by: Jerry Kirkhart*

## Environmental Factors

### Red Flag

Due to the Santa Barbara Botanic Garden’s Conditional Use Permit, in the event that a Red Flag Warning is called by fire officials of the County of Santa Barbara, **the Garden must close to visitors.** Should this occur on a camp day, guardians will be contacted and camp will be relocated to Rocky Nook Park at 610 Mission Canyon Road, Santa Barbara, unless the day’s activities require the campers to be onsite. If the camp cannot be moved, a prorated refund will be given. Red Flag Warnings are typically announced 12-48 hours in advance.

### Air Quality

When Air Quality Index (AQI) levels exceed a rating of 150, the quality is deemed unhealthy and County Health recommends limiting time outside as much as possible. Due camp programs being dependent outdoor spaces, **camp activities will be closed on days exceeding an AQI of 150** and a prorated refund will be given. Campers who are sensitive to air quality should consider staying home if AQI exceeds 100.

You can get more information and see our daily air quality at <https://www.ourair.org/todays-air-quality>.

## Cancellation Policy

If you need to cancel your camp registration, please contact (805) 682-4726 ext. 102. Cancellations made over 2 weeks in advance will receive a full refund minus a 10% admin fee.

Time Prior to Camp	Refund
--------------------	--------

+2 weeks	100% - 10% admin fee
<2 weeks	No refund given
Immediately Before or During Camp (due to illness)	Prorated refund for up to 2 days of program

Prorated refunds will be issued in the event the Garden has to close camp including COVID-related illness, Red Flag Warnings, poor air quality, and inclement weather. If your child cannot attend camp due to an illness, you may receive a prorated refund for up to two full days of camp. Prorated refunds will not be issued for campers who are sent home due to misconduct.

## Photography and Videography

Campers may be photographed or videotaped while on grounds. These pictures may be used by the Santa Barbara Botanic Garden for marketing and evaluation purposes related to its mission. If you'd like to change the status of your photo permissions, you can do so by accessing your registration on UltraCamp.

## COVID-19 and Illness

### Prevention Plan

The Garden will be following CDC, state, and regional guidelines for our COVID-19 prevention protocols. As a result, these protocols may change in accordance with government agencies. Furthermore, as part of our protocols, depending on the local COVID status, the Garden may implement additional procedures, for example, a daily health screening or indoor mask requirement. Children who test positive with COVID must follow CDC protocols to return to camp.

To reduce the spread of any infectious diseases, we encourage families to keep their children at home if they are exhibiting symptoms of illness. If your child misses camp due to an illness, the Garden can provide a prorated refund for up to two full days of the camp.