



LEESBURG ANIMAL PARK'S SUMMER CAMP GUIDE with Policies and Procedures



Guiding Philosophy: We believe the access to nature and understanding of nature's creatures are important to the growth and development of respect in children. We align ourselves with the Reggio-Emilia approach to children; encouraging independence, multiple avenues of expression, and critical thinking through group work and a supportive staff of teachers.

Summer Weekly Schedule:

Junior Zookeeper Camp

Would your child love to learn what goes on behind the scenes at animal parks and zoos? Our campers will start their day helping to feed, groom, and clean up after animals at the park, while learning about the responsibilities that come with caring for animals. The rest of their time campers will get to experience private animal encounters and educational lessons from real Zookeepers! Each day filled with fun crafts, and plenty of time to play on the park grounds.

Example Activities: Follow a zookeeper as they perform their duties

Perform basic animal care for selected animals

Construct enrichment toys for animals at the park

Meet our Yellow and blue macaw, Koaie!

Go fishing!

Animal Quiz Game!

List of indoor & outdoor play equipment available to campers:

INDOOR

- 3-level play structure
- Fundamental classroom equipment organized by “centers” (art, manipulatives, building, science, reading, etc.)
- Animal exhibits for viewing

OUTDOOR

- Ample space to run
- Playground equipment
- Wooden ship
- Wooden train
- Additional, separate slides

WHAT TO BRING:

- Sunscreen
- Snack and/or Lunch (PEANUT & NUT FREE)
- Hat
- Water bottle
- Couple sets of comfortable clothing (including shoes, socks, and undergarments!)
- Book(s) or quiet distractions during down time

WHAT NOT TO BRING:

- Any and all electronics (unless approved by management)
- Toys or anything that can be used as a weapon from home
- Any and all medications that aren't accompanied by the proper paperwork; medications will be stored in the proper, locked location, NOT in the child's storage space

Playground Safety Procedures:

Camp staff will...

- walk around play structures to clean and clear of debris at the beginning of each day
- keep children off of the trampoline component of the indoor play structure to remove risk of injury
- keep children off of the metal spring outdoor equipment to remove risk of injury
- count children before leaving the classroom, after arriving at the chosen play structure, before leaving that play structure, and after returning to the classroom to account for all children at camp that day
- Include scheduled handwashing throughout the day

Camp staff cleaning/daily duties include...

- cleaning (soapy water solution) and sanitizing (bleach water solution) all indoor equipment every morning and before and after every use
- cleaning and sanitizing toys on a weekly basis (a cleaning company cleans and sanitizes the indoor play structure for us)
- recording any broken/worn equipment, toys, furniture to the Education Manager immediately; will remove item from vicinity immediately
- fill out "Daily Attendance Report" as children are dropped off, picked up and at every half hour increment during the day
- make sure to call parents in the morning if their child is supposed to attend and have not showed up yet
- call parents/guardians if any children have not been picked up by 2:00pm. If parents/guardians cannot be reached, staff will call the emergency contacts and then Child Protective Services if emergency contacts cannot be reached.
- take pictures of campers during daily activities/events; emailing daily journals to parents/guardians at the end of the day.

Our Summer Camp Staff and Duties: The camp staff lead teacher is trained in CPR and First Aid, as well as safe practices when monitoring children in classrooms and playgrounds.

Enrolling in Summer Camp: Parents and guardians enrolling their child in summer camp must submit all necessary documents (including registration, health form, any/all relevant medical documents, waivers etc.). Summer camp registration opens the first business day in January of each year. Space is limited for the summer camp, so a waitlist may form on a first come, first serve basis. Parents will receive confirmation of registration via email.

Camp Hours: Camp begins each day at 9:00am and ends at 4:00pm. The animal park hours are from 10:00am to 5:00 pm, Tuesday through Sunday. You and your child are welcome to stick around the animal park, but you must promptly pick up your child from the "Big Party Room" (summer camp location) by 4:00pm to relieve the teacher on-duty. Both drop-off and pick-up takes place in the "Big Party Room."

Ages of Children: Participants must be between the ages 5-10 and must be of age by the start of the camp week they are registered for.

Cancellation/Late Fees: The late pick-up fee is \$2 a minute, but we should emphasize that if your child isn't picked up by 5:00pm, we will have to call the proper authorities. Day camp will be cancelled the Friday before the camp if less than 5 children are signed up, an email will be sent out to let parents know.

Animal Park Policies:

- No running and/or shouting
- Be gentle and do not tap on glass, tease, or chase animals
- Do not pick up the animals
- Feed only food the park provides
- Play close attention to staff direction and any posted signs

Meals and Snacks: Parent/guardians are responsible for providing the snacks (***PEANUT & NUT FREE***) and lunch (***PEANUT & NUT FREE***) for their child during designated times.

Appropriate Footwear and Clothing: Participants are expected to wear footwear that is appropriate for the activity or weather. Each week, participants will spend time outdoors. Participants should wear comfortable sneakers, and clothes each day. Keep in mind, participants may be involved with the daily routine of zookeepers which means they may come home a bit dirty. Don't dress your child in clothes that you don't want to get some paint and dirt on. All classroom materials used are safe and washable.

Personal Belongings: Items brought to camp by participants should be clearly labeled with the child's name (including sunscreen if you provided a topical ointment permission slip to teachers that needs to be different from the standard 30spf sunscreen that the camp provides). Each child will have a space to hang and store their personal belongings for the day. Items left in public areas will be placed in lost and found, located at the front desk in the main building. Items not collected within a 2 week period will be discarded/donated to the "Discovery Room."

Children with Special Needs: Leesburg Animal Park staff are not trained to work with children with special needs. If you would like to register a camper with special needs please assure that there is an aid to accompany the child during the camp times. Please inform the Education Manager at time of registering if your child has any special needs, and that you will have an aid available on the day of camp to care for the child.

Medication/Illness: To help avoid the spread of illness, children with a fever, diarrhea or nausea should not attend summer camp that day. Upon notification of a sick child



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during camp, a parent or guardian must pick up their child immediately. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the child. Sick children will be provided a comfortable place to rest until they go home. Any medication that the parent/guardian would like the staff, with the necessary training, to give must have the appropriate paperwork, original packaging and directions, and any necessary doctor's approval for the medication if it is prescribed or not the typical dosage and schedule for an over-the-counter medication.

In our efforts to keep all those who attend the camp (as well as the animals they will be interacting with) healthy and safe, it is recommended that all children who attend are up-to-date with their immunizations and have received a physical from their primary physician within the last year per VA school health standards.

Incident or Hot Weather: In case of precipitation or excessively hot weather, participants will remain in the building and utilize the indoor play equipment and classroom activities.

By signing below, I understand and will adhere to the Leesburg Animal Park's summer camp policies and procedures.

(PARENT/GUARDIAN'S SIGNATURE)

(DATE)

(PARENT/GUARDIAN'S PRINTED NAME)

CHILD(REN)'S NAME(S):
