



Trees Atlanta
Junior TreeKeeper (JTK) Camp
Summer and School Break Day Camps

Parent Handbook

Version 8.6.2018



GENERAL INFORMATION

Program Drop Off & Pick Up Location: Trees Atlanta TreeHouse
112 Krog St, Suite #7
Atlanta, GA 30307

Program Information Contact: TreeHouse@treesatlanta.org
404-458-4515 x 1#

REGISTRATION POLICIES

Registration Check List

Review and complete:

- Online [Registration](#) and camp fee payment.
- Accident Waiver and Release of Liability Form (part of online registration).
- Photo Release (part of online registration).
- Review Parent Handbook (this document).
- Bike Rental, if needed, must be requested and paid for during online registration.
- Before/After Care instructions, if needed, are listed below.

Before/After Care*

- Before and/or after care for your camper should be reserved and paid for as part of the online registration process.
- Before and/or after care not reserved during registration can be added by the first day of camp.
- Before and/or after care not added by Monday drop off each week of camp are subject to an increased fee for the service. (Read the section "Drop off and Pick up Procedures").
- Credit cards, checks, or cash will be accepted for payment. Please arrive early to accommodate processing time.

*Before Care only applies to Summer Camp. School Break Camps have earlier start time each day.



Payments

- Camp registration fee are due at the time of registration.
- Payment must be made in **full** to guarantee camper's participation in program.
- Additional service requests, such as bike rentals, additional JTK hats or patches, and/or Before Care and After Care may be added during or after the online camp registration process; however, each payment processed separately will be subject to separate cancellation or refund policies (below).
- The following payment methods are accepted: **Credit Card, Check (by mail), or Cash (in person)**.
 - If paying by Check, please make payable to: **Trees Atlanta**
 - Mailing address: Trees Atlanta TreeHouse
ATTN JTK Camp, 112 Krog Street, Suite 7, Atlanta, GA 30307
 - Payments by check or cash will be processed within 10 days once received. Receipts will only be provided upon request.

Cancellation, Absence, and Dismissal Policy

- Cancellation of camp registration made *more than 21 days* before first day of program session will receive full refund, minus a \$50 administration fee.
- Cancellation of camp registration made *20 or fewer days* before first day of program session will incur a 50% penalty of camp fees.
- All credit card refunds are subject to a minimum \$5 processing fee (in lieu of any administrative or penalty fees).
- If student misses *3 or more days* of program due to illness, prorated amount of program missed will be refunded, *with a written doctor's notice*. If student misses *2 or fewer days* of program due to illness, no refunds will be issued.
- Student missing *all 5 days* of program due to illness, *with a written doctor's notice*, will be refunded the full amount of program minus a \$50 administration fee. Student missing *all 5 days* of program due to illness, *without a written doctor's notice*, no refunds will be issued.
- Refunds are processed as they are received. Please allow up to 4-6 weeks for processing.

Discipline Issues

- Trees Atlanta reserves the right to dismiss any camper whose behavior is excessively disruptive. We will communicate with the parent/guardian immediately of any conduct or behavior issues and may call parent/guardian during the camp day for immediate pickup. This is to ensure the safety and positive experience of all our JTK campers.
- In the event excessively disruptive behavior cannot be properly addressed at camp, we will dismiss the camper from the remainder of camp and offer a prorated refund, minus a \$50 administrative fee.

JR. TREEKEEPER CAMPERS WILL RECEIVE

- Official Jr. TreeKeeper hat (Summer Camp, or full-week registrations during School Break Camps)
- Campers returning for a 2nd (or more) week of camp will receive a “Budding Environmental Steward” patch for each additional week registration (in lieu of additional hats)
- Camp journal and Trees Atlanta pencil, plus arts & crafts materials and all activities supplies (except where specific items are requested to be brought to camp)
- Admissions for all field trip(s), may include: Fernbank Forest, Atlanta Botanical Garden, the Splash pad on the BeltLine, or other local point of interest, etc. depending on the day/week of camp attended
- Pizza lunch on Friday* (Summer Camp only)
- Extra sunscreen (and bug spray), as needed* - Please apply sunscreen before arriving to camp.
- Lifelong memories of a summer making friends and exploring the City in the Forest!

*Please read instructions for food and/or allergy restrictions below in Lunches & Snacks.

WHAT TO WEAR & BRING

Appropriate Dress

- We will spend most of our time outdoors with high levels of physical activity. Please send camper in **weather appropriate play clothes** each day of camp. Plan for your kids to get dirty exploring the urban forest!
- Flip flops are **not** permitted. Closed toe shoes are preferred.
- On certain days, we recommend campers bring long-sleeve shirt and pants for forested excursions as campers may be entering areas with poison ivy and insects. Eco-friendly bug spray is provided. **Reminder emails for specific sessions/days will outline what your camper should bring.** Change of clothes will be needed for Splash Pad day (Summer Camp only).
- Some sessions include a Solar T-shirt making project – **Bring a white t-shirt for a solar t-shirt art project on Monday.** (If you are registered for a Solar T-shirt week, your reminder email will include a note.)

Bikes/Wheels are REQUIRED for all camp sessions

- **IMPORTANT NOTE:** The first day of camp should not be the first time your camper has ridden his/her bike or wheels before Junior TreeKeeper Camp! Both age groups will be outside and on their bikes/wheels a significant portion of the day. Motorized devices are not permitted.
- **Acer Group (4th – 6th grades)**
 - Ability to ride a 2-wheeled bike is **mandatory** to participate in this age group.

- Helmet is required to be worn when riding a bike.
 - Campers will ride bikes daily to different locations on the Atlanta BeltLine with proper staff supervision.
 - Any camper who cannot bring their own bike and helmet may reserve a rental through Trees Atlanta for an additional weekly fee. (Bike reservation made less than 2 weeks prior to start of camp session is NOT guaranteed.)
 - Camper’s bike and helmet must be brought to camp on **Monday** morning at drop off and taken home at the end of camp on Friday. They will be securely stored on site during the week.
 - Campers should have good control of their bikes and basic knowledge of biking courtesy.
 - **Training wheels are NOT allowed** for this age group.
 - Perform any bike checks and maintenance prior to camp. Bike must be ready to roll on Monday morning – otherwise camper risks staying back and missing the day’s bike activity.
 - *Please note:* Trees Atlanta regularly hosts bike-oriented outings and events throughout the year. If your student needs practice gaining confidence or skills riding their bike, please visit our [Calendar of Events](#) to find a youth bike riding event to enroll in.
- **Quercus Group (1st – 3rd grades)** campers are required to bring their bikes or other “wheels” to camp. We will ride based on the capability and pace of the group and with proper staff supervision.
 - Appropriate “wheels” include: “Razor” scooters, Big Wheels, or bikes (with or without training wheels).
 - Helmets are required.
 - *Please note:* Roller skates or rollerblades will **not** be allowed.

See the “ABC Checklist” (in Appendix) for details on how to check out a bike and be prepare to ride.

- Both bikes and wheels must be brought to camp on Monday at drop off and taken home on Friday. They will be securely stored on site during the week. Please consider allotting extra time Monday morning PRIOR to the start of camp to allow for bike unloading and camp check in process. There may be a wait/line in the morning at check in.

Other Gear

- **Water bottle - A full water bottle** is essential to bring to camp every day because we are outside most of the day. There will be opportunities for campers to refill water bottles throughout the day. Please help us promote the practice of environmental stewardship by bringing a **reusable** bottle.
- **White T-Shirt:** Some weeks include a Solar T-Shirt art project. Please review your camp reminder email and bring a plain **white t-shirt** on Monday, as indicated.
- **Back pack:** Each camper is responsible for keeping track of their own gear. Since we are on the move a lot during the day, we recommend each camper bring a sturdy **back pack (with 2 straps, not strings)** to keep their stuff together. Camper must carry their own lunch, snacks, and water bottle. Please make sure these items fit into their backpack with some room to spare to carry materials for the day’s adventures (e.g., binoculars, journal and pencil, or Frisbee, etc.).
- **Phones?** We discourage the use of mobile phones. If a phone is brought to camp, it must be kept off and stowed away during the camp day.



Lunches and Snacks

- **Lunch on the go:** We will often eat outside or at a destination away from the TreeHouse. Please pack lunches that can be carried in camper's backpack all morning. Campers will not have access to microwave or refrigerator.
- **Healthy snacks:** Active, hungry campers may benefit having a few healthy snacks that will also fit into their backpacks.

Medication

- **One-day supply:** All medications must be given to a staff member during morning drop off. Please send only the amount of medication needed for **each day**, clearly labelled with detailed instructions along with camper's first and last name.
- **Sunscreen/Bug Spray:** We will be applying sunscreen and/or bug spray on your child each day as appropriate for the day's activities. Unless **MEDICALLY** necessary, please do not send alternatives. If your camper requires a **MEDICAL** restriction for topical sunscreen or bug sprays, please bring your medically approved alternative each day with specific instructions for use for your camper.

What NOT to Bring

- Valuable Items (jewelry, electronic devices, etc.)
- Weapons
- Drugs
- Alcohol
- Cigarettes - Lighter

Cell Phones are permitted (in case of emergency) but should not be used during the Camp hours (stated above).

DROP OFF & PICK UP PROCEDURES – times are specified in each camp’s description

Summer Camp Hours: 9:00 am – 3:00 pm

- **Before Care (early drop off):** 7:30 am – 8:30am (extra fee, see below)
- **Drop off:** 8:30 am – 9:00 am
- **Camp Hours:** 9:00 am – 3:00 pm
- **Pick up:** 3:00 pm – 3:15 pm
- **After Care (late pick up):** 3:15 pm – 5:15 pm (extra fee, see below)

School Break Camp Hours: 8:00 am – 3:00 pm

- No Before Care/early drop off
- **Drop off:** 7:45 am – 8:00 am
- **Camp Hours:** 8:00 am – 3:00 pm
- **Pick up:** 3:00 pm – 3:15 pm
- **After Care (late pick up):** 3:15 pm – 5:15 pm (extra fee, see below)

Before Care (Early Drop Off)

- Rates: Standard = \$15/day (Pre-Paid Discount Rate = \$10/day)
- School Break Camps standard drop off begins at 7:45 am (no Before Care available)

Morning Drop Off Guidelines

- Daily Sign in: Campers must be walked into the TreeHouse and signed-in everyday by a parent/guardian.
- Be on time: Please be early and budget enough time in the morning to enable all campers to be checked in so camp may start on time! Campers and staff will leave the TreeHouse promptly at the start of each camp day to begin camp activities. Late arrivers may miss out on activities for part or all day.
- First Day of Camp: On Monday (or the first day of camp) campers should bring their bike or “wheels” into the TreeHouse – we suggest allotting extra time for this and check-in paperwork, as necessary.
- Extra Care: If applicable, before/after care may be added (preferably for the week) and payment must be completed. Credit card is preferred; check or cash are also accepted. Rates may differ if not prepaid.
- Drop off Parking: There are a limited number of short-term parking spots in the Stove Works complex. You may park where permitted and bring your camper into the TreeHouse for check in.
- Front Door Please: We welcome you to bike or walk to the TreeHouse for drop off. Although our back entrance is located on the BeltLine trail, morning drop off **MUST** come through the front entrance (parking lot side/atrium). There is a ramp off the Eastside Trail near BellStreet Burritos behind the Stove Works that provides a bike-friendly path to the front of the building.



Afternoon Pick Up Guidelines

- Parents and any authorized pick up must show photo identification each day at pick up. Please sign your name with time of pick up.
- Campers will only be released to Parent/Guardian/alternate pickup named by you during the online registration and/or added in writing (via email).
- If there is a new alternate pickup being added during the week of camp please email the permission including the full name, relation, and phone number to treehouse@treesatlanta.org.

Late Pick Up (After-Camp Care)

- Rates: Standard = \$20/day (Pre-Paid Discount Rate = \$15/day)
- Times will be strictly enforced.
- In the case no arrangement for payment for late pickup has been made and pickup occurs between designated times, we will automatically charge \$20 fee per camper on each occurrence. Late fee must be paid at pick up.
- Any pick up past the end of aftercare is an additional \$1 per minute per student will be assessed. Late fee must be paid at pick up.

FREQUENTLY ASKED QUESTIONS

1. What is an environmental steward?

An environmental steward preserves, protects, and educates others about our natural surroundings.

2. What is a typical day like with Junior TreeKeepers?

Environmental stewardship in action!

Junior TreeKeepers will arrive at the Trees Atlanta TreeHouse every morning, and then we are off for the day, packed with activities designed with your aspiring environmental steward in mind. Activities will include field research and service projects, trips to urban forests and local gardens, forest restoration, tree ID and measuring, orienteering, scavenger hunts, biking on the Atlanta BeltLine, exploring the Atlanta BeltLine Arboretum, and much more!

It is going to be a full week of fun and stewardship for your child! Each camper earns an official Trees Atlanta Junior TreeKeepers certificate!

3. Who are the Junior TreeKeepers Camp Staff?

Our program staff is a team of Trees Atlanta full-time staff with environmental training and experience working with youth, along with qualified, vetted seasonal staff (Camp Counselors) who are trained to create positive memories for each camper. In addition, all camps are further supported by Junior Interns to ensure a safe and inclusive camp experience. All counselors and staff have passed background checks.

4. What is the staff to student ratio?

We will maintain a ratio of 1 camp staff to every 4-5 students for all activities outside of the education building (referred to as the “TreeHouse”), and at least 2 camp staff will be present with any camper at all times. Lessons in the TreeHouse will staff a minimum of 2 (and usually more) camp staff to lead activities and supervise, as appropriate to the activity.

5. How can I keep up with what my Jr. TreeKeeper is doing at camp?

- Check in on our daily exploration and fun by following us on social media! Feel free to like and share our posts! Look for the hashtag #jrtreekeeper or #wecanopy.
 - [Facebook.com/treesatlanta](https://www.facebook.com/treesatlanta) and [instagram.com/treesatlanta](https://www.instagram.com/treesatlanta)
 - [Facebook.com/treesatlantatreehouse](https://www.facebook.com/treesatlantatreehouse) and [instagram.com/cityintheforest](https://www.instagram.com/cityintheforest)

6. What do I do with my camper’s medication(s)?

All medications must be given to a staff member during Drop Off time. Please send only the amount of medication needed for that day, clearly labelled with detailed instructions along with child’s first and last name.

7. Are both age groups doing the same things? (Does not always apply to BreakAway camp)

Camp weeks that have all grades (1st – 6th) combined will be divided into 2 groups. 1st -3rd graders (Quercus Grove) will work together, and 4th – 6th graders (Acer Grove) will work together. Each group will have their own agenda of activities.

The older group will spend more time biking while the younger group will bring their “wheels” to use on a limited basis during the week.

*BreakAway Camp often operates as one group during most parts of the day. Bikes and “wheels” are required for all campers.

8. Are there any other additional costs I need to pay for camp?

Camp fees must be paid in full prior to start of each week’s camp in order to ensure your child’s attendance at camp. There may be two additional fees that may be incurred:

- **Bike rental fee** – if you reserved or need a bike for the day/week of camp, Trees Atlanta can provide a rental bike for your camper. Extra fee will apply. Please reserve online so we may find the best fit. Campers will be more comfortable on their own bikes, perfect fit is not guaranteed.
- **Before/After Care fee** – the daily fees for early drop off or late pick up are indicated in this document above.
- Both bike rental fee and before and after care fee may be paid online. If not, before/after camp may be paid during the first morning of camp. You may pay by credit card, check or cash.

9. How do I get in touch with my camper if there is an emergency?

Call the Tree House 404-458-4515 x 1# to speak to someone who can handle your needs.

Alternatively, if you fail to receive an answer or prompt reply to any voice mail left during the day, please dial #2 or #5 for back up staff.

10. What cool things will my camper get?

You mean, in addition to full days of awesomeness? We have gear for your budding environmental stewards. Please view the section “Jr. TreeKeepers Will Receive” in the main body of this document.

ABC's Quick Check Bike Safety

"A" is for air:

- Inflate tires to the rated pressure as indicated on the sidewall of the tire. A bicycle pump is recommended.
- Use a pressure gauge to ensure proper tire pressure. (Bicycle tires need to be re-inflated more often than car tires, and pressure should be checked frequently.)
- Check for damage to tire tread and sidewall; replace tire if worn. (This will reduce the chance of flats.)

"B" is for brakes:

- Rotate wheels to check that nothing is rubbing.
- Inspect brake pads for wear; replace if there is less than 1/4" of pad left.
- Check adjustment on brake pads; make sure they do not rub tire or dive into spokes.
- Check adjustment of brake levers. When applied, there should be least 1" between each lever and the handlebar.

"C" is for cranks, chain, and cassette (and Cranium):

- Chain should be clean, lubricated, and quiet — not chattering, squeaking, or squealing!
- Use a lubricant that's specifically designed for bicycles.
- If your chain skips while riding, you might need a new chain, a new cassette, and/or an adjustment.
- Make sure that your crank bolts are tight.
- Protect your cranium with a proper fitted helmet!

"Quick" is for quick releases:

- Wheels need to be tight in the frame, with the hub's quick-release lever fully engaged at 90° angle.
- Your hub quick release should point back to insure that nothing catches on it.
- Inspect brake quick releases to insure that they are engaged.

"Check" is for check it over:

- Inspect the bike for loose or broken parts; tighten, replace or fix them.
- Check to make sure that your helmet is snug and level on you head, with straps snugly adjusted.
- Take a quick ride to check if derailleurs and brakes are working properly.
- Pay extra attention to your bike during the first few miles of the ride.