



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

Version 12.05.2018



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:

- Review Camp Handbook (this document). REQUIRED
- Online [Registration](#) and camp fee payment. Completion of registration indicates you have reviewed and accept policies and terms in the Camp Handbook.
- Accident Waiver and Release of Liability Form (part of online registration).
- Photo Release (part of online registration).
- Bike Rental, if needed, must be requested and paid for during online registration.
- Before/After Care instructions are listed below.

Before/After Care*

- Before and/or after care for your camper can be reserved and paid for as part of the online registration process. A discounted rate is offered for purchase during registration.
- Before and/or After Care may be added to your registration at the prepaid (discounted) rate up and including Monday morning drop off each week of camp. Subsequent add on will be charged standard daily rates. (Read the section “Drop off and Pick up Procedures”; also view Schedule of Fees in appendix).
- Credit card 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. After Care is available for all JTK camp days.



Payments

- Camp registration fee(s) are due at the time of registration.
- Payment must be made in **full** to guarantee camper's participation in program.
- Additional service options, such as bike rentals, additional t-shirt, 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 or Cash (in person)**. Receipts for payments made in cash can be provided upon request at the time of payment.

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 *21 or fewer days* before first day of program session will incur a 50% penalty of camp fees.
- All partial or full 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.

WHAT'S INCLUDED WITH REGISTRATION: CAMP GIFTS, MATERIALS, ETC.

- Each camper receives one camp t-shirt PLUS additional camp gift(s) based on the total number of camp weeks registered according to this schedule:
 - Summer Camp
 - Official Jr. TreeKeeper Summer Camp t-shirt (1 week of camp registered)
 - Official Jr. TreeKeeper hat (2 weeks of camp registered)
 - Budding Environmental Steward sew-on patch (3 or more weeks of camp registered)
 - School Break Camp
 - Official JTK hat or patch (camper's choice) for Full Week registrations only
 - *Optional Add-ons: each camp gift item may also be purchased as Add-On items during the registration process regardless of number of weeks registered (see Schedule of Fees).*
- Camp journal and Trees Atlanta pencil, plus arts & crafts materials and all activities supplies (except where noted for special projects/events).
- Admission and shuttle bus fees for field trips, may include: Fernbank Forest, Atlanta Botanical Garden, local community forests, the Splash pad on the Atlanta BeltLine, or other local points 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 each day 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 BRING & WEAR

What to Bring: May we suggest you write camper's name on any items they bring to camp.

- **Bike/wheels and helmet (REQUIRED)** – See details below.
- **Back pack (REQUIRED):** Each camper is responsible for keeping track of their own gear. Since we are on the move a lot during the day, we require 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.).
- **Water bottle (REQUIRED)** - 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.
- **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.

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. **Reminder emails for specific sessions/days will outline what your camper should bring.** A notice for sessions including Splash Pad day will be sent so that you may send camper with a change of clothing, as preferred (Summer Camp only).
- We are outside for many hours each day. We recommend each child wear a ball cap or hat whenever we are outside. *(Please note: as of summer 2019, all campers receive a camp t-shirt, but a JTK hat is included only with 2 or more weeks of camp registration.)*

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.
 - Helmet is required to be worn when riding a bike and/or wheels.
 - Campers will ride bikes/wheels 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 bike 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/wheels 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 overnight on site during the week. Items must be taken home at Friday pickup.
 - Campers should have good control of their bikes/wheels and basic knowledge of safety and courtesy riding among pedestrians, other riders, and/or traffic.
 - 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.
- **Acer Group (4th – 6th grades)**
 - Ability to ride a 2-wheeled bike is **mandatory** to participate in this age group.
 - **Training wheels are NOT allowed** for this age group.
- **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).
 - Roller skates or rollerblades are **not** 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.

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 will need a few healthy snacks to fuel them through the day (and during After Car) that they will carry in their backpacks.
- **Nut allergies:** In cases where a camper in attendance notifies us of nut or other allergies that present serious health issues, we will email all registered participants prior to camp whenever possible. A NUT FREE WEEK of food maybe required. Please be mindful of this consideration.

Medications

- **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. Your child must be able to take/administer their own medications. Camp staff will not administer medication unless in case of severe urgency.
- **Sunscreen:** Please apply sunscreen each morning before arriving at camp. You may bring your own sunscreen; however, we provide sunscreen for campers’ use during the day. Counselors remind campers throughout the day to reapply. It’s important that parents set expectations with each child regarding the importance of sunscreen and their responsibility to reapply when reminded or make counselors aware if they need sunscreen. 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.
- **Bug Spray:** Some activities may be conducted in areas with insects or bugs. We will offer bug spray to campers; however, if your camper has a medical need to use specific alternatives 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 by camp program

Summer Camp Hours: 9:00 am – 3:00 pm

- **Before Care (early drop off):** 7:30 am – 8:30 am (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)

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.

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:** Before/after care may be added at standard rate.
- **Drop off Parking:** There are a limited number of short-term parking spots in the Stove Works complex. You may park briefly 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). There is a ramp to the Eastside Trail near Bell Street 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.

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 at Junior TreeKeeper Camp?

It's environmental stewardship in action! We host a very active, outdoor-oriented camp balanced with hands-on learning projects, arts and crafts, and play time. Much of our time is spent outside in all sorts of weather. Please be mindful of each day's forecast and dress your camper appropriately.

Please review carefully the bike and/or wheels requirement in this Handbook for Acer and Quercus age groups.

Campers will arrive at the Trees Atlanta TreeHouse every morning, and then we are off for the day packed with activities designed to engage your budding environmental steward. Activities may include: field research and service projects, trips to urban forests and local gardens, service learning, tree ID and measuring, orienteering, scavenger hunts, biking on the Atlanta BeltLine, exploring the Atlanta BeltLine Arboretum, arts and crafts, free playtime with new friends, and much more!

It is going to be a full week of fun and learning for your child!

3. Is there a difference in the sessions offered?

Yes. There are two concurrent age groups at Junior TreeKeeper Camp. Each group is guided by dedicated camp staff. The age groups are: "Quercus" (Grades 1st - 3rd) and "Acer" (Grades 4th - 6th).

We offer weekly sessions that is comprised of different activities, lesson/topics, and outings. Our camp is focused on outdoor play and exploration centered around the "urban forest" as our key learning framework. Most mornings include campers riding bikes/wheels to a spot on the Atlanta BeltLine for outdoor activities. Some camp sessions will include a field trip to a local destination. Transportation via shuttle bus to field trip destinations is included with camp registration.

Please view our [website](#) for a description of each session. A changing mix of campers, agenda, and dynamics of the day give campers a unique experience in each session.

4. Are both age groups doing the same things?

Campers are lead on activities appropriate to their age group.

Each group will have their own agenda of activities and are typically not in the same space at the same time. A few activities allow both age groups to participate together, and when appropriate, Acer campers may help or partner with Quercus campers on specific activities. The older group (Acer) will spend more time on their bikes on rides of greater distances while the younger group (Quercus) will bring their "wheels" to use on shorter distances and times during the week. The skill level of each week's groups will help to determine the distance and time spent on bikes/wheels. Please review carefully the bike and/or wheels requirement for Acer and Quercus age groups as noted in this Handbook.

School Break Camps often conduct activities with all campers as one group during most activities of the day, with the exception of some biking or wheel activities.

5. What cool things will my camper get?

You mean, in addition to fun-filled days of awesomeness? We have gear for your budding environmental stewards. Please view the section “What’s Included with Registration” in the Camp Handbook (p. 3). As of Summer 2019, we’ve updated the camp gifts included with registration.

Additional camp gifts may be purchased as Add-On items during the registration process and/or during camp, depending upon availability of items.

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

There optional services that may be added to your registration; additional fees that may be incurred (please view [Schedule of Fees](#)):

- **Bike rental fee** – Bike rentals are always for a full week regardless of actual days needed/used. Based on child’s height, we will provide a bike for the best fit available in our inventory. (Perfect fit is not guaranteed: in general, campers will be more comfortable on their own bikes.)
- **Before/After Care fee** – The daily fees for early drop off or late pick up are indicated in this handbook.
- **Additional Camp Gifts** – A list of gifts each camper receives is based on the number and type of sessions registered. During the registration process, you may opt to purchase additional items. For example, if you register for only 1 week of summer camp but want a JTK hat, you may purchase one during the registration process as an “add on”. Additionally, regardless of the number of weeks a camper is registered for camp, only 1 shirt is included; however, an additional shirt may be purchased during registration.
- Items not purchased during the online registration process may also be purchased at the TreeHouse, based on availability and may also be offered at a different rate.

7. Who are the Junior TreeKeeper 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 Interns and Junior Interns to ensure a safe and inclusive camp experience. Counselors and staff have passed background checks. Trees Atlanta staff is First Aid and CPR certified.

8. What is the staff to student ratio?

We 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.

9. 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 hashtags #jrtreekeeper or #cityintheforest.

- [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)

10. What do I do with my camper's medication(s)?

All medications must be given to a staff member during morning Drop Off. Please send only the amount of medication needed for that day, clearly labelled with detailed instructions along with child's first and last name. Please note any allergies and medication information where requested during online registration.

Your child must be able to take/administer their own medications. Camp staff will not administer medication unless in case of severe urgency.

11. What happens if my child gets sick or injured at camp?

Camp staff will notify parent/guardian if a camper reports feeling ill and needs to be picked up during the camp day. If the primary parent/guardian cannot be reached, the emergency contact will be notified.

Camp staff may apply basic First Aid for minor injuries, such as scrapes, bug bites, etc. Parent/guardian will be notified of any medical incidents at the end of the camp day or immediately, depending upon the nature or severity of the incident. Along with notifying parent/guardian, we will call 911 for emergency medical care using an abundance of care and prudence if an injury or circumstance merits.

12. What if I need to cancel a registration or request a refund?

Please review our cancellation policy in the Camp Handbook for details (p. 2). There are administrative fees and/or processing fees for all refunds and/or transactions.

13. 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. Our physical address is: 112 Krog Street, Suite 7, Atlanta GA 30307 located in Inman Park.
- 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.
- Trees Atlanta headquarters office is also located nearby in Reynoldstown at: 225 Chester Ave., Atlanta 30316. The main number at the Kendeda Center is 404-522-4097.
- For non-emergencies, email us at treehouse@treesatlanta.org (allow us 1 to 2 business days to reply).

14. What happens if my child is being disruptive or if any camper reports being bullied by another camper? How does one report an incident?

Disruptive behavior that interferes in our ability to maintain a positive, fun learning environment is not acceptable at Trees Atlanta. This includes disrespectful speech or behavior targeted toward other campers, staff, or guests of Trees Atlanta.

Camp staff and/or Trees Atlanta education staff will address inappropriate behavior with campers which may include a conversation with the disruptive individual and quiet time away from others (with supervision). This means camper will not participate in the activities occurring at the time. If disruptive behavior does not cease, parent/guardian will be notified to pick up the camper immediately.



In all our programs, we practice inclusion and encourage kindness toward one another, as well as for our natural environment. Repeated disruptive behavior of any type or any level of bullying could result in dismissal from camp. Dismissal and refund policy is found in the Camp Handbook.

Campers or parents who witness something they want to report may bring the matter to the attention of the Camp Lead or to the Director of Education. If a satisfactory resolution is not found, escalations may be brought to the attention of Trees Atlanta Co-Executive Directors.

Current staff contact information is found online at: <https://treesatlanta.org/who-we-are/staff-and-board>

15. How can I stay involved year round?

Trees Atlanta leads youth programs throughout the year. All registered emails will be added to receive email newsletters of upcoming events.

Consider volunteering at a tree planting or tree maintenance project as a group or family. There are multiple projects in various location throughout the metro Atlanta area every week! Please view our [Calendar of Events](#) for upcoming activities for kids and families.

Ask your student's school if they are enrolled in Trees Atlanta [Urban TreeTracker](#) in-school environmental education program. Our educators visit schools throughout the school year and lead lessons and activities aligned to Georgia curriculum standards.

16. Tell us how we're doing.

We appreciate every parent/guardian who takes the time to complete a camp survey at the end of each camp session. Your feedback helps us make our programs better. Your comments especially are very useful and insightful. We appreciate all the handwritten or drawn notes from campers, too!

Please feel free to send us comments or notes at any time. We love photos of your Jr. TreeKeeper putting their tree knowledge or biking skills to use.

Email your notes to us (treehouse@treesatlanta.org) or tag us on social media: [@treesatlanta](#) .

Thank you for your support of Trees Atlanta! We believe children who spend time playing outside and enjoy nature become adults who are more likely to become stewards of our natural environment.

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.