

# Old Westbury Gardens

## Camper Information Sheet

*Old Westbury Gardens Summer Camps provide a rich learning environment and a fun, memorable camp experience. Below is a guide to help you and your child have the best experience possible.*

### **Drop-off and Pick-up:**

**Drop-off:** On the first day of each camp session, please be prepared to show ID and stay a few minutes to meet with the director and sign in. Subsequent days you will bring your child directly to the location announced by the Camp Educator.

**Pick-Up Protection:** You or a designated person is required to initial your child in and out with a staff member daily. For your child's safety, only the individual(s) designated on the Camper Information Form can pick up your child. Additionally, the person completing the Camper Information Form is the only one who can add or delete individuals with pick-up authority.

**Late Pick Up:** A charge of \$10 for the first 15 minutes and \$15 for each additional 15 minutes will be charged for campers not picked up by 1:00, payable on the following day upon arrival.

### **Staffing:**

**Professional Staff:** Old Westbury Gardens' counselors and educators are college students or professionals currently working with children. All staff is required to attend an extensive pre-camp training and submit to a criminal background check.

**Camper to Staff Ratio:** Old Westbury Gardens' Summer Camps ratio is 1 educator per 5 campers.

### **Health:**

**Medication:** Old Westbury Gardens will not provide any medication (except topical) that is not supplied by the parent. For non-prescription and prescription medicine, please request and complete a Medication Form. For any new medication, please administer at least one dose of a prescription medicine at home prior to camp to assure there are no adverse reactions at camp. All medicine must be sent in the original container; refrigeration is available.

**Sickness:** Please use discretion when sending in a child who may be sick. A child will be sent home if staff feels he/she cannot participate in the day's events or if he/she may infect others.

**Tick Check:** The staff will perform two tick checks per day; however it is also very important that parents check campers thoroughly after each day.

### **What to Pack:**

**Clothing:** Campers will be both indoors and outdoors in fields, woodlands, and at the ponds. Please send your child in sturdy boots or sneakers with socks. For safety reasons, open-toed shoes and flip flops are **NOT** permitted. Water shoes or old sneakers are appropriate for stream walks or sprinkler time.

**Additional items:** We suggest that campers wear a hat, sunscreen, and insect repellent. Pack a smock or old shirt as a cover-up for "messy" projects.

**Inclement Weather:** On days when rain is predicted, please prepare your camper for outdoor exploration. On these days, please pack an extra pair of clothes, a raincoat, and extra shoes (no umbrellas, please). We do not let children out during thunderstorms, and will have alternative indoor activities planned.

# Old Westbury Gardens

**Labeling:** All personal items need to be labeled including backpacks, water bottles, lunches, and clothes. *Old Westbury Gardens is not responsible for any lost/stolen personal items.*

**Lost and Found:** If, during the camp season, your camper loses anything, please check the classroom first. Every effort is made to return lost items to the camper. On the last day of each camp session we will exhibit everything that was lost for your convenience.

**Electronics:** Please leave all electronics and other valuable games at home.

## **Food and Beverages:**

**Snacks:** Pack healthy snacks for your children. Due to allergies and safety concerns, Old Westbury Gardens cannot provide snacks and juice and requires **NO NUT PRODUCTS** be included.

**Water:** Send full water bottles with camper each day. Refills are available throughout the day.

## **Cancellation Policy:**

Old Westbury Gardens reserves the right to cancel any camp session due to insufficient enrollment. If this occurs, you will be notified immediately and all fees will be refunded.

## **Refund Policy:**

A full refund will be issued for cancellations made **before June 1**, less a \$10 administration fee. A full refund, less a \$50 administration fee, will be issued for cancellations made in writing at least 10 days prior to the start of the program. *No refunds will be issued for withdrawal or absence with less than 10 days notice.*

## **Behavioral Expectations:**

Old Westbury Gardens is committed to providing a positive and healthy environment for each child. Our Camps are built around shared group activities and experiences. Please reinforce the need for appropriate behavior with your child. Significant behavioral problems have a detrimental effect on other participants. If behavioral problems persist despite the best efforts of our staff, the parent/guardian will be contacted and be asked to remove the child from camp. No refunds will be issued in such an event.

## **Questions?**

If you have any questions, please contact Lisa Reichenberger at [lreichenberger@oldwestburygardens.org](mailto:lreichenberger@oldwestburygardens.org) of 516.333.0048 x338.