



Trees Atlanta

Junior TreeKeeper (JTK) Camp

Summer and School Break Day Camps

Camp Handbook



Version 8.18.21

GENERAL INFORMATION

Program Drop Off & Pick Up Location:

Trees Atlanta Kendeda Center
225 Chester Avenue SE
Atlanta, GA 30316

Program Information Contact:

Education@treesatlanta.org
404-522-4097

REGISTRATION POLICIES

Registration Checklist

Review and complete:

- Review Camp Handbook (this document).
- Online [Registration](#) and camp fee payment. Completion of registration indicates you have reviewed and accepted policies and terms in the Camp Handbook.
- Accident Waiver and Release of Liability Form (part of online registration).
- UPDATED: COVID-19 Disclaimer (included on p. 3 of Handbook) Photo Release (part of online registration).
- Before/After Care instructions are listed below.
- Review Junior TreeKeeper COVID-19 Healthy & Safety Protocols (included on p. 4 of Handbook).



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. Subsequent add-ons 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 times 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 additional t-shirts, 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 (see 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

JTK Camp 2021/2022

All cancellation requests must be emailed to education@treesatlanta.org. Cancellation requests that are not made via email will not be honored. Please read below for more information, and be sure to carefully check your camper’s session dates and group before submitting any registrations.

School Break Camps (non-summer)

- Any cancellation emailed AT LEAST 10 business days before the session start date will be refunded less a 15% cancellation fee
- Any cancellation emailed LESS than 10 business days before the session start date will not be refunded.

Summer Camp 2022 (subject to change)

- Registered parties may request a full refund for cancellations made on or before April 30, 2021 minus a \$50 administrative fee. After this date, they will be entitled to a 50% refund upon cancellation. Requests made 1 week or less from the start of the first session will not be refunded.
- In the event of a canceled registration, registered parties may be issued credit transferrable to another camp program of equivalent length and cost, or a full or partial refund depending on the proximity of the cancellation to the event date.



- ❖ Before and After care cancellations are subject to a minimum \$5 processing fee (in lieu of any administrative or penalty fees).
- ❖ JTK-initiated cancellation: When possible, families will receive a minimum of 4 weeks notice of any change or cancellation in camp sessions and you will receive a full refund. You may also choose to donate a portion or defer it to another session of camp.
- ❖ If a camper misses 3 or more days of program due to illness, a prorated amount of program missed will be refunded, with a written doctor's notice. If a camper misses 2 or fewer days of program due to illness, no refunds will be issued.
- ❖ A camper 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 administrative fee. In the event that a camper misses 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 pick-up. This is to ensure the safety and positive experience of all our JTK campers.
- In the event that 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.
- COVID-19: Adherence to Trees Atlanta's COVID-19 Health and Safety Protocol is incorporated into the Junior TreeKeeper Camp behavior management system. Should any camper knowingly or intentionally fail to adhere to guidelines 3 times, or inadvertently and to an egregious extent as determined by staff, they may be dismissed from the program for the sake of the health and safety of other participants and staff. In this event, participants will be isolated and supervised by staff until picked up by a parent or guardian.

COVID-19 WARNING & DISCLAIMER

Note: The following disclaimer is included in the Camp Handbook for ease of reference during your camp planning process. It is also presented during the registration process. Registration for Junior TreeKeeper Camp signifies that the parent/guardian has read and agrees to its terms.

Coronavirus (COVID-19) is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing and the wearing of face masks as means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death.

Participating in Trees Atlanta camp programs or accessing City of Atlanta parks and facilities, including the Atlanta BeltLine, could increase the risk of contracting COVID-19. Neither the City of Atlanta nor Trees Atlanta in any way warrants that COVID-19 infection will not occur through participation in Trees Atlanta Camp programs or accessing City of Atlanta facilities. Further, attending Trees Atlanta Camp programming could increase your risk and your child(ren)'s risk of contracting COVID-19 due to interaction between members of different families and households that is inherent to camp programming.

By acknowledging this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Trees Atlanta camp programs and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 at Trees Atlanta may result from the actions, omissions, or negligence of myself and others, including but not limited to, the City of Atlanta, Trees Atlanta employees, contractors, volunteers, and program participants and their families.

I further certify that the named minor is in good health and has no symptoms of illness, conditions or impairments that would preclude his/her safe participation in Trees Atlanta camp programs. I understand that if the named minor—at any time while participating in Trees Atlanta camp programs—presents any symptoms of illness (including but not limited to coughing or having a temperature at or above 100.4F) that the minor will not be permitted to continue participating in the Trees Atlanta camp program and that I or my designee must immediately retrieve the minor from the program venue.

Junior TreeKeeper Camp COVID-19 Health and Safety Protocol

Trees Atlanta considers the health and safety of participants, families, staff, and surrounding community as its top priorities in facilitating education programs. Pursuant to this end, we will follow the guidelines set forth in *the CDC Guidelines for Operating Youth and Summer Camps During Covid-19 issued 04/24/2021*, or any guidelines set forth between the date of this publication and the present. Additionally, we will adhere to the rules for day camps set forth by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) with whom we hold an exemption status.

The protocol outlined in this document pertains to in-person programming. Trees Atlanta will continually monitor public health and COVID-19 conditions as a means to practice prudence in judgment. Trees Atlanta is prepared to modify in-person program formatting in order to adhere to CDC, City of Atlanta, and DECAL policies and recommendations on an ongoing basis, including establishing smaller group sizes and minimizing shared time spent indoors.

Staff, Junior Interns, and Campers that are 12 years or older are encouraged to get vaccinated as soon as possible. You can find a vaccination location [here](#). Staff will be prepared to discuss any anxiety that could be felt by campers regarding Covid-19. Additional resources can be found [here](#). While inside the Kendeda building, all efforts will be made to have an increase of air flow through open doors.

Masks

Well-fitting cloth masks with two or more layers of tightly woven, breathable fabric or disposable masks should be worn at all times UNLESS eating. If eating, campers, staff, and volunteers must space 6 ft. apart. Campers, staff, and Junior Interns should bring at least 2 masks to camp each day. Reusable masks should be cleaned regularly. Trees Atlanta will have extra masks available should a camper, staff, or volunteer require it. Campers, staff, and volunteers are allowed to pull their masks down while biking, as well as when playing active, outdoor games in order to create adequate breathing conditions (when socially distanced outdoors.) Campers, staff, and volunteers MUST put their masks on whenever requested by Counselors due to crowded conditions.

Social Distancing

Campers need to maintain a distance of 6 ft. spacing between other campers and staff. Junior Treekeeper Staff and volunteers will be encouraging elbow bumps or other alternatives to hugs and hi fives. Participants will be asked to socially distance to the greatest extent possible during each activity facilitated during the program: group bike rides, nature hikes, crafts, games, and scavenger hunts, among others. Staff will be trained to help minimize time spent by campers within 6 feet of proximity to each other to a 15-minute time frame or less. Bus Transportation – As best as can be accommodated, campers will not sit next to each other (one child per row/section) and Cohorts should be spaced apart as much as possible.

Sanitizing and Cleaning

Campers must hand sanitize after they leave their parent's vehicle when arriving to JTK Camp. Every Counselor will carry a small bottler of hand sanitizer. Campers may bring their own container if they would like. Campers, Staff, and Volunteers will hand-sanitize/wash hands before eating food, before playing a game with a shared resource (ball, Frisbee, etc), and after playing on play structures. At the end of each camp day, JTK Staff will be disinfecting hi-touch areas. This includes but is not limited to: Chairs, door knobs, toilet handles, sink handles, pens, TV remote, games, books, craft supplies, etc.

Screening

Staff and Junior Interns who are not fully vaccinated or campers who have recently had a close contact with a person with COVID-19, including family members who they live with, should [quarantine at home](#).

Although the risk that fully vaccinated people could become infected with COVID-19 is low, fully vaccinated people who have symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for COVID-19, if indicated. A location of testing facilities can be found [here](#).

Camper Screening

Parents will need to complete a daily Covid-19 health screen including a questionnaire and temperature check for their camper(s). It is encouraged that parents review [this symptom tracker](#) in advance. Junior Treekeeper (JTK) Staff will ask parents the following question for their camper(s):

1. Has your camper experienced any of the following symptoms associated with COVID-19 in the past 14 days? *Headache, Nausea/vomiting, Loss of taste/smell, Fever, Body aches/chills, Cough, Shortness of breath, Fatigue, Sore throat, Congestion*
2. *Has your camper tested positive for COVID-19 in the last 14 days?*
3. *Has your camper been tested for COVID-19 in the past 14 days?*
4. *Has your camper come into close contact with a person known to have contracted COVID-19 in the past 14 days?*

If a parent answers yes to any of the questions, the camper(s) will be asked to return home.

Each camper will have their temperature checked and noted if it is less than 100.4 F. If over 100.4 F, the camper(s) will be asked to return home. When campers arrive to their groups, Counselors will do a daily check-in with each camper. Should any individuals begin experiencing symptoms associated with COVID-19 during the program, they will be isolated and supervised by a staff member until picked up by a parent or guardian.

Staff and Volunteer Screening

All staff and volunteers will also complete a daily Covid-19 health screen including a questionnaire and temperature check (same as campers) with responses logged and the same protocol for daily health screen will be implemented based on results. Junior Treekeeper Counselors and Interns must provide proof of vaccination or will be undergoing monthly COVID-19 testing.

Adherence to Trees Atlanta's health and safety guidelines will be incorporated into the 3-Strike Policy associated with the Junior TreeKeeper Camp Norms. Should any participant knowingly or intentionally fail to adhere to guidelines 3 times, or inadvertently and to an egregious extent as determined by senior staff, they may be dismissed from the program for the sake of the health and safety of other participants and staff. In this event, participants will be isolated and supervised by staff until picked up by a parent or guardian.

Additional information regarding health and safety protocols, drop-off and pick-up procedures, and other program details deriving from current and ongoing evaluation of public health and COVID-19 conditions will be sent to families upon registration.

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 Junior TreeKeeper Summer Camp t-shirt (1 week of camp registered)
 - Official Junior TreeKeeper hat (2 weeks of camp registered)
 - Trees Atlanta sew-on patch (3 or more weeks of camp registered)
 - Spring 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 activity supplies (except where noted for special projects/events).
- Admission and shuttle bus fees for field trips (as applicable); these 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.
 - UPDATE: enrichment programs during summer 2021 will likely entail having partner organizations visit Trees Atlanta in outdoor camp venues (Kendeda Center, Atlanta BeltLine, etc.) pending local public health conditions related to COVID-19.
- Pizza lunch on Friday* (Summer Camp only). Popsicle Party (Seasonal Camps)
- 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 a Forest!

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

WHAT TO BRING & WEAR

Note: we suggest writing your camper's name on any items they bring to camp.

- 1. 2 Face Masks (REQUIRED)** – The wearing of face masks is required in order to adhere to Trees Atlanta's COVID-19 Health and Safety Protocol and to help prevent the spread of COVID-19 at Junior TreeKeeper Camp and the shared public spaces in which programming is conducted. Acceptable face mask styles include cloth, medical, and surgical. Neck gaiters, balaclavas, Buffs, and bandanas are NOT acceptable forms of face protection. Face shields are permitted but must be in supplement to acceptable face mask varieties and may interfere with proper bike helmet adornment. It is recommended to have a lanyard for the mask to be easily removed during biking. A storage container is also a helpful addition.
- 2. Bike and helmet (REQUIRED)** – See details below.
- 3. Backpack (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 to bring a sturdy **backpack (2 straps, not strings)** to help organize their belongings. Campers must carry their own lunches, snacks, and water bottles. 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, Frisbee, etc.). If your camper requires medication, (i.e. inhalers, epipens, etc..) their backpack must be large enough to accommodate said medications. All medications will remain on the camper's person throughout the day.
- 4. Water bottle (REQUIRED)** – A full water bottle is essential to bring to camp every day. Camp activities involve prolonged time spent outdoors in hot, humid conditions. There will be opportunities for campers to refill water bottles throughout the day. Please help us promote the practice of environmental stewardship by bringing at least a 20oz. **reusable** bottle. It is recommended that the water bottle be filled and placed in the freezer each night so that the water stays cold while biking (Camp Counselors do not carry ice on excursions).
- 5. Lunches and Snacks (REQUIRED) -**
 - Lunches:** We will often eat outside at a destination away from the Kendeda Center. Please pack lunches that can be carried in your camper's backpack all morning. Campers will not have access to a microwave or refrigerator.
 - Healthy snacks:** Active, hungry campers will need a few healthy snacks to fuel them through the day (and during After Care) that they will carry in their backpacks. We recommend at least 2 snacks and an extra one if staying for after-care.
 - Nut allergies:** In cases where we have been notified in advance of a camper's nut and/or other allergy that presents serious health issues, we will email all registered participants prior to camp whenever possible. A NUT-FREE WEEK of food may be required. Please be mindful of this consideration.
- 6. Medications - One-day supply:** All medications must be discussed with the Camp Lead in advance. Please send only the amount of medication needed for **each day**, clearly labeled with detailed instructions for administration along with your 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 emergency. **Note:** Junior TreeKeeper Camp is not the appropriate setting for a “Medication Holiday” and prescribed medications should be taken as indicated by the child’s doctor.

7. **Sunscreen:** Please apply sunscreen each morning before arriving at camp. While we provide sunscreen as “back-up”, campers must bring their own if they have a preferred or required brand. 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, please bring your medically-approved alternative each day with specific instructions for use by your camper.
8. **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 by your camper.
9. **Vaccinations:** Trees Atlanta camp programs involve a high level of interaction with other campers and natural environments. As such, we highly recommend that campers are up to date on their vaccinations in accordance with Atlanta Public Schools’ vaccination policy:
<https://www.atlantapublicschools.us/domain/74>
COVID-19: It is not a requirement that your camper has received a COVID-19 vaccine in order to participate in Junior TreeKeeper Camp. Programming will be modified to encourage social distancing with minimal close-proximity interactions during indoor and outdoor activities.

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).

Bikes 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 before Junior TreeKeeper Camp! Both age groups will be outside and on their bikes a significant portion of the day. Motorized vehicles are not permitted.

Trees Atlanta is able to offer a limited number of youth rental bikes to campers. These bikes are available on a first come, first served basis and we therefore recommend that you secure the rental **early**. Later registrants should not rely on having access to a rental bike.

- 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.
- 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 overnight on site during the week. Items must be taken home at Friday pick-up.



- Campers should have good control of their bikes 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 camper needs practice gaining confidence or skills riding their bike, please visit our [Calendar](#) to find a youth bike riding event.

- Campers bike AT LEAST 4 miles every day.
- Campers cover roughly 4 miles round trip. Biking 2 miles in 45 minutes.
- Campers must come to camp knowing how to ride a bike
- Campers must come to camp with an assembled bike or have already arranged a bike rental. We are unable to accommodate bike rentals upon arrival
- We strongly encourage no training wheels at Junior Treekeeper camp – they cause more injuries than any other bike situation.

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

Both bikes and helmets 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 the camp check-in process. There may be a wait/line in the morning at check-in.

Based on this information – how would you rate your biker

- Level 1 – Can Ride a Two Wheel Bike – Recently learned to ride a bike without training wheels
- Level 2 – Biking Novice – Rides around the neighborhood
- Level 3 – Beginner – Comfortable with riding for more than an hour
- Level 4 – Intermediate – Comfortable with biking on multiple surfaces for more than an hour
- Level 5 – Advanced – Comfortable biking on multiple surfaces all day

If you would rank your camper at Level One or below, please e-mail rgilbert@treesatlanta.org so that we can be sure to provide your camper with the most successful experience at Junior Treekeeper Camp.

Appropriate Dress

- We will spend most of our time outdoors with high levels of physical activity, including biking. Please send campers 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 highly encouraged. Specific footwear needs may arise according to planned outdoor activities about which families will be informed and notified.
- On certain days, we recommend campers bring long-sleeve shirt and pants for forest 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 and sunglasses whenever we are outside.

DROP OFF & PICK UP PROCEDURES – times are specified by camp program

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 – 5:30 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)

After Care (Late Pick-Up)

- Rates: Standard = \$20/day (Pre-Paid Discount Rate = \$15/day)
- Times will be strictly enforced.
- In the case that no arrangement for payment for late pick-up has been made and pick-up 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 After Care is an additional \$1 per minute per camper will be assessed. Late fee must be paid at pick up.

Morning Drop Off Guidelines

- **Note:** In accordance with CDC and Georgia Department of Public Health and DECAL guidelines, Trees Atlanta will facilitate minimal-contact drop-off and pick-up processes each day at the Kendeda Center to protect the health and safety of campers, families, and staff. Information regarding this process and its logistics will be made available upon registration.
- **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 Kendeda Center promptly at the start of each camp day to begin camp activities. Late arrivers may miss out on activities for part or all of the day.
- **First Day of Camp:** On Monday (or the first day of camp), campers should bring their bikes into the Kendeda Center – we suggest allotting extra time for this and check-in paperwork, as necessary.
- **Extra Care:** Before/After care may be added at standard rate.

Afternoon Pick-Up Guidelines

- Parents and other authorized pick-up designees must show **photo identification** each day at pick-up.
- Campers will only be released to Parent/Guardian/alternate pick-up named by you during online registration and/or added in writing (via email).
- If there is a new alternate pick-up being added during the week of camp please email the permission including the full name, relation, and phone number to education@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 requirement in this Handbook for Acer and Quercus age groups.

Campers will arrive at the Trees Atlanta Kendeda Center 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 green spaces 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 are comprised of different activities, lessons/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 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 led 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 ride shorter distances with potential to progress during the week depending on bike skill improvement. The skill level of each week's groups will help to determine the distance and time spent on bikes. Please review carefully the bike requirements 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 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 are optional services that may be added to your registration and additional fees that may be incurred (please view [Schedule of Fees](#)):

- **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 Kendeda Center, 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 help campers make positive memories. 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 camper ratio?**

We maintain a ratio of 1 camp staff to every 4-5 campers for all activities outside of Trees Atlanta facilities, and at least 2 camp staff will be present with any camper at all times. Lessons in the Kendeda Center 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 Junior 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)

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

All medications must be discussed with the Camp Lead in advance. Please send only the amount of medication needed for **each day**, clearly labeled with detailed instructions for administration along with your 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 emergency. It is your responsibility to pick up leftover medications. Please do not drop off medications for campers prior to their week of camp.

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. If it is determined that a camper needs to leave camp due to illness or injury, the camper must be picked up immediately.

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. If warranted by an injury or other medical situation, camp staff will call 911 for emergency medical care prior to contacting parents/guardians.

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

Please review our cancellation policy in the Camp Handbook for details. 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 Kendeda Center (404-522-4097) to speak to someone who can handle your needs. Our physical address is: 225 Chester Avenue SE, Atlanta, GA, 30316, located in Reynoldstown.

For non-emergencies, email us at education@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). Consequently, the camper will not participate in the activities occurring at the time. If disruptive behavior does not cease, a 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. The 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 locations throughout the metro-Atlanta area every week! Please view our [Calendar](#) for upcoming activities for kids and families.

Ask your camper'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 Junior TreeKeeper putting their tree knowledge or biking skills to use.

Email your notes to us (education@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 properly 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 your 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.