



## Trees Atlanta Junior TreeKeeper (JTK) Camp

### Summer and Seasonal Camps **Camp Handbook**



VERSION 12.7.2023

#### GENERAL INFORMATION

**Program Drop Off & Pick Up Location:** Trees Atlanta Kendeda TreeHouse  
825 Warner St SW  
Atlanta, GA 30310

**Program Information Contact:** [education@treesatlanta.org](mailto:education@treesatlanta.org)

**Camp Overview:** *JTK Summer Camp is a day camp summer program that fosters a sense of environmental stewardship through nature exploration and group collaboration.*

*All campers who are entering 2nd-6th grade should be confident bike riders in order to participate in this camp (no training wheels are allowed.)  
See below for changes for rising 1st Graders attending camp.*

#### **IMPORTANT CHANGES TO JTK SUMMER CAMP 2024**

**Based on feedback from parents, we have changed our age groups for JTK Summer Camp 2024:**

**NEW** - *Sassafras Group*: Rising 1st Graders (**Non-Biking Group**)

*Quercus Group*: Rising 2nd-3rd Graders (**Biking Group**)

*Acer Group*: Rising 4th-6th Graders (**Biking group**)

**Weekly off-site field trips for *Acer Group* (rising 4th-6th graders) for every session of camp**

#### REGISTRATION POLICIES

- Completion of online [Registration](#) and payment of camp fees indicates you have reviewed and accepted policies and terms of the Camp Handbook (this document), including:
- Accident Waiver and Release of Liability Form
- Before/After Care instructions.
- Junior TreeKeeper Health & Safety Protocols



## Payments

- Camp registration fee(s) are due at the time of registration.
- Payment must be made in **full** to guarantee camper's participation in the 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 2024/2025**

All cancellation requests must be emailed to [education@treesatlanta.org](mailto: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. Our Cancellation, Refund, Absence, and Dismissal Policies apply to scholarship recipients in the same manner as full-priced registrants

### **Seasonal Break Camps (non-summer)**

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

### **Summer Camp 2024 (subject to change)**

- Registered parties may request a full refund for cancellations made on or before the date that is **3 weeks** before the start of the camp session in question, minus a \$50 administrative fee.
- In the event that a cancellation is made within 3 weeks of the start of a camp session, the party is entitled to a 50% refund, minus a \$50 administrative fee.\*
  - This includes cancellations related to injury/illness (including COVID). Note from a doctor required to receive a refund.
  - This includes cancellations related to biking ability (the below bullet points pertain to *Quercus* and *Acer* campers only):
    - Lacking proper biking abilities (needs training wheels, not enough stamina, stability issues, etc.)
    - Arriving at camp without biking equipment or arrangements for rentals.
  - This includes parent/family schedule changes or lack of arrangements for dropoff/pickup.
  - Cancellations made within 48 hours of the beginning of the camp session in question **may** result in 100% loss of registration fees. Please be mindful of this when making last minute changes to your registration.
- Any changes to sessions (i.e. switching from one session to another) after the registration has been submitted and confirmed will incur a \$50 administrative fee. This fee will be applied REGARDLESS of the date of the change.

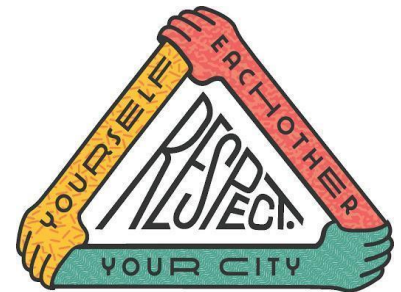
- Please be aware that camp is a “Rain or Shine” event, and Trees Atlanta will not issue refunds or session vouchers due to inclement weather.
- Before and After care cancellations are subject to a minimum \$5 processing fee (in lieu of any administrative or penalty fees).
- JTK-initiated cancellation: 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.
- Refunds are processed as they are received. Please allow up to 4-6 weeks for processing.

### **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. 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).

### **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.
- Our guidelines for behavior focus on the Triangle of Respect. Please help us reinforce this concept with your camper. We focus on Respect for:
  - Yourself
  - Each Other
  - Your City/The Environment
- We want your camper to have the best experience possible. If your camper may require additional guidance, please let us know ahead of time so that we can make the accommodations necessary for them to succeed.
- 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. 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.



## **JUNIOR TREEKEEPER CAMP HEALTH AND SAFETY PROTOCOL (subject to change)**

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 Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning issued 10/04/2023***, 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 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. Staff, Junior Interns, and Campers are encouraged to stay up-to-date on their vaccinations. You can learn more about how to stay up-to-date [here](#). Additional resources can be found [here](#).

### **Camper Screening**

Parents will complete a daily health screen including a questionnaire and temperature check for their camper(s). 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.

Junior Treekeeper (JTK) Staff will ask parents the following question for their camper(s):  
Has your camper experienced any of the following symptoms in the past 5 days?

- *fever or chills*
- *new or unexplained onset of cough*
- *shortness of breath or difficulty breathing*
- *new or unexplained loss of taste or smell*
- *new or unexplained muscle aches*

If your camper is showing any sign of illness or contagious condition, campers should not come to camp.

### **Staff and Volunteer Screening**

All staff and volunteers will also complete a daily health screen including a questionnaire and temperature check (same as campers) and the same protocol for daily health screen will be implemented based on results. 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 conditions will be sent to families when they arise.

### **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](#).



## ACKNOWLEDGEMENTS

During the Registration Process, you will be asked to review and certify that you have read the following and understand the content:

By completing this registration with payment, you are indicating that you have read and agree with the current terms and policies described in the Junior TreeKeeper Camp Handbook (this document.)

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I certify that I have read the biking requirement outlined in the JTK Camp Handbook that states that my child is **able to ride four miles a day on a two-wheel bicycle** (This statement pertains to *Querus* and *Acer* campers only). Training wheels, e-bikes and scooters are not allowed at Trees Atlanta camp.

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## ACCIDENT WAIVER AND RELEASE OF LIABILITY

I acknowledge that the registered child(ren)'s participation in this event, Junior TreeKeeper (JTK) Camp, is voluntary and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, equipment, vehicular traffic, actions of other people including, but not limited to, participants, vendors, and producers of the event, and from defective or negligently maintained equipment, real property or personal property that is owned, maintained or controlled by the above persons. I hereby assume all of the risks of me or the child(ren) participating or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released as well as services provided by person(s) or groups for which are employed to provide services in relation to this event.

I certify that the child(ren) registered are physically capable for participation in the event and have not been advised otherwise by a qualified medical person. I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holders, sponsors, and organizers of the event in which I may participate, and that it will govern my and/or the participating child(ren)'s actions and responsibilities at said events.

In consideration of participation, I hereby take action for myself, participating minors, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for participant(s)' death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur including my traveling to and from this event, the following entities or persons: Trees Atlanta, Inc. and all related affiliates; their directors, officers, employees, volunteers, representatives, and agents; and the event holders, event sponsors, and event volunteers; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this event, whether caused by the negligence of releases or otherwise.

The Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.



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## EXEMPTION ACKNOWLEDGEMENT

I understand that Trees Atlanta is a nonprofit organization that offers education programming for youth and adults. Trees Atlanta youth programs are structured educational programs led by environmental educators, staff, and specialists. Trees Atlanta programs are not child care services so is not required to be licensed as a day care provider by the State of Georgia.

In compliance with Georgia Department of Early Care and Learning (DECAL) requirements, Trees Atlanta youth education programs, including Junior TreeKeeper Camp and various learning programs hosted at the Kendeda Center, has been approved for categories 591-1-1-.46(b)7, (EXMT-21056). Trees Atlanta carries liability insurance coverage, as required by DECAL exemption rules. (EX-58151)

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## PHOTO RELEASE

Consent and authorization is granted to Trees Atlanta, its successors, legal representatives, and assigns, to use and reproduce my participating child(ren)'s name and photographs, films, videotaped or digital images, and/or recordings of my their voice in any and all forms and media (collectively referred to as my child(ren)'s "likeness"), taken by Trees Atlanta, Junior TreeKeeper Camp Program, or their assigned agents and to circulate that likeness for the purposes of publicity, illustration, commercial art, advertising, publishing, internet use, or other lawful uses as may be determined by Trees Atlanta. The likeness may be used with or without my child(ren)'s name. I authorize Trees Atlanta, its assigns, and transferees to copyright, use, and publish my child(ren)'s likeness in print or electronically. Trees Atlanta represents that at no time will the child(ren)'s likeness be used in slanderous, defamatory, detrimental, or unlawful way that would harm my child or my child's character. No other representations have been made to me, and I accept that full payment for my child(ren)'s services will be in the form of copies of any materials, if produced for profit by Trees Atlanta, that involve the use of my child(ren). Neither my child(ren) nor anyone on behalf of my child(ren), will make any further claims regarding the use of my child(ren)'s likeness.

## 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:
  - 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)
- **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, arts & crafts materials, and all activity supplies (except where noted for special projects/events).
- Admission and charter bus fees for field trips (as applicable for *Acer campers*); these may include: Atlanta Botanical Garden, local community forests, Arabia Mountain, or other local points of interest, etc. depending on the day/week of camp attended. Programs *may* also have partners coming to the Kendeda TreeHouse for an in-house field trip.
- Pizza lunch on Friday\* (Summer Camp only).
- Popsicle Party (Summer and Seasonal Camps)
- Extra sunscreen as needed\* (Please apply sunscreen each day BEFORE arriving at 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. **Bike and helmet (REQUIRED for *Quercus* and *Acer* campers)**

Two-wheeled bicycles are the **ONLY** form of transportation allowed at camp. Please do **NOT** send your *Quercus* or *Acer* camper to camp with training wheels, scooters, e-bikes, or skateboards. We recommend bike helmets and not scooter helmets.

### 2. **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, NO STRING BAGS)** to help organize their belongings.

- a. Backpacks (labeled with camper name) will be carried off site during the day by campers as they ride their bikes. Please make sure that your camper's backpack is large enough to fit all necessary items, but small enough for them to carry on their own. Your camper's backpack should be properly sized to fit their frame.
- b. **Please note that the use of purses, satchels, totes, or reusable grocery bags are NOT acceptable bags for campers to use during the day.**
- c. 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.).
- d. 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. Medications stay with the camper (in instances of biking, having medications be separated from the camper could result in a delay time of administration if a counselor had to separate themselves from their position to locate the camper in the biking group.) All medication should be discussed with the Camp Lead in advance.

### 3. **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 trail).

### 4. **Lunches and Snacks (REQUIRED)**

- **Lunches:** We will often eat outside at a destination away from the Trees Atlanta Kendeda TreeHouse. 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 (or two) if staying for After Care. Campers are active throughout camp and will need to re-fuel throughout the day. Please be sure to provide enough fuel for your camper.
- **Nut allergies: Trees Atlanta is a NUT FREE Camp.** Please be mindful of this when packing your camper's lunches for the camp day. If your camper comes with nut products, they will be temporarily distanced from other campers until they have finished eating.



#### 5. Sunscreen (REQUIRED)

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.

#### 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. Bug Spray (OPTIONAL)

Some activities may be conducted in areas with insects or bugs. If your camper has a medical need to use specific bug sprays, please bring each day with specific instructions for use by your camper.

#### 8. Hats / Visors (OPTIONAL)

Some form of material sun protection is recommended to keep your camper’s face and neck cool and shaded. These hats should be well-fitted and not prone to fall off during strenuous activity (such as bike riding or gameplay).

#### Appropriate Dress

- We will spend most of our time outdoors with high levels of physical activity, including biking (for *Quercus* and *Acer* campers only). Please send campers in **weather appropriate play clothes** each day of camp. Plan for your kids to get dirty exploring the urban forest! If it looks like rain - please plan accordingly.
- Flip flops are **not** permitted. Closed toe shoes are highly encouraged. Specific footwear needs may arise according to planned outdoor activities, which families will be informed and notified about.
- On certain days, we may recommend campers bring specific clothing for an activity. Please look for an email detailing daily activities with any special notes.
- We are outside for many hours each day. We recommend each child wear a ball cap or hat and sunglasses whenever we are outside.

#### What NOT to Bring

- Valuable Items (jewelry, electronic devices, etc.), Weapons, Drugs, Alcohol, Cigarettes, Lighter
- Trees Atlanta is not responsible for the loss, damage, or recovery of any personal items such as library books, stuffed animals, trading cards, or toys.
- **Cell Phones/Tablets (and Smart Watches)** are permitted in case of emergency but should NOT be used during the Camp hours. In the event that a camper has a cell phone or tablet out during the camp day, they will be asked to either put it in their bookbag or hand it to a staff member for safekeeping until the end of the camp day. The cell phone/tablet will be given to the authorized pickup when they leave. In the event that a cell phone/tablet is a distraction to the camper or other group members, a staff member will remove the device from the camper and safely store it until the end of the day, at which point it will be returned to the authorized pickup at the end of the day along with an explanation of why it was taken.

## Bikes are REQUIRED for all *Quercus* and *Acer* Camp Sessions

- *Quercus* and *Acer* campers bike **AT MOST** 4 miles every day.
- *Quercus* and *Acer* campers cover roughly 4 miles round trip. Biking 2 miles in 45 minutes.
- *Quercus* and *Acer* campers must come to camp knowing how to confidently ride a bike. (without training wheels)
- *Quercus* and *Acer* 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.
- *Quercus* and *Acer* campers must be able to ride a bike without training wheels.

**IMPORTANT NOTE:** *Quercus* and *Acer* campers who come to camp with training wheels, scooters, e-bikes, or skateboards can not safely participate at camp and will be asked to leave.

The first day of camp **should not** be the first time your *Quercus* or *Acer* camper has ridden their bike before Junior TreeKeeper Camp! Both of these age groups will be outside and on their bikes a significant portion of the day. Motorized vehicles are not permitted. Trees Atlanta may host bike-oriented outings and events throughout the year. If your camper needs practice gaining confidence or skills riding their bike, we strongly suggest looking into biking courses around the Atlanta area. Many campers and their families have had success with the [REI biking courses](#) as well as [Propel ATL's beginner bike classes](#).

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

- A Bike helmet is required to be worn when riding a bike.
- *Quercus* and *Acer* campers will ride bikes daily to locations on the Atlanta BeltLine with staff supervision.
- *Quercus* and *Acer* campers' bikes and helmets 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. It is your responsibility to send your *Quercus* and *Acer* campers with a functioning bike and helmet (unless a bike rental has been arranged in advance.)
- *Quercus* and *Acer* 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 the camper risks staying back and missing the day's bike activity. **See the "ABC Checklist" (in Appendix) for details on how to check out a bike and be prepared to ride.**

### **Based on this information – how would you rate your biker**

- **Level 1** – Recently learned to ride a bike without training wheels; Has Trouble Starting and Stopping
- **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

**IMPORTANT NOTE:** If you would rank *Quercus* or *Acer* camper at Level One or below, please email [education@treesatlanta.org](mailto:education@treesatlanta.org) so that we can be sure to provide your camper with the most successful experience at Junior Treekeeper Camp.

## 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)

**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 Trees Atlanta Kendeda Treehouse **promptly** at the start of each camp day to begin camp activities. Late arrivals may miss out on activities for part or all of the day.

### Before Care (Early Drop-Off)

Rates:

- \$50/week (for 5 Day Sessions)
- \$40/week (for 4 Day Sessions)
- \$30/week (for 3 day sessions)

### After Care (Late Pick-Up)

During Aftercare, campers will be participating in various games and activities as well as be given the opportunity to rest and relax after a busy camp day. Staff members occasionally will allow campers to watch an age-appropriate movie or tv show (only after 4:30pm). ***If you do not want your camper to participate in watching age appropriate videos, please let us know before your camp session begins so that we can plan accordingly.***

- Rates:
  - \$75/week (for 5 Day Sessions)
  - \$60/week (for 4 Day Sessions)
  - \$45/week (for 3 day sessions)
- Times will be strictly enforced.
- In the case that no arrangement has been made for a camper to participate in After Care and pick-up occurs outside of designated times, we will automatically charge a \$20 aftercare 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

Trees Atlanta will facilitate minimal-contact drop-off and pick-up processes each day. Families will pull into the Trees Atlanta parking lot to the check-in desk. If families would like more time for check-in, please park.

- A Trees Atlanta staff person will be there to conduct a health screen of the camper and ensure that they have all their supplies for the day.
- Parents will be responsible for unloading the camper bike on the first day of a camp session (ALLOW EXTRA TIME.) Trees Atlanta Jr. Interns will label bikes and helmets and once check-in is complete, will walk the camper into the Trees Atlanta Kendeda Treehouse to meet their group.
- The remaining days of a session, the family will drop off their camper at the check-in area with the Trees Atlanta Staff person and will have a health screening conducted before heading to their groups.



### **Afternoon Pick-Up Guidelines**

Campers will **not** be released to anyone who is not an authorized pickup (either primary pickup or alternative pickup) or does not have photo identification that matches the authorized pickup names in the camper's registration information.

- 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](mailto:education@treesatlanta.org).

## FREQUENTLY ASKED QUESTIONS

### 1. My camper requires/feels more comfortable with training wheels. Can they still attend camp?

Due to the heavily bike-centric nature of camp (extended biking time, distances covered, and large biking groups, etc.) **we require campers (rising 2nd grade and older) to be able to confidently ride a 2-wheeled bike at camp.** We have found that campers who come with training wheels or who cannot independently ride a two-wheeled bike for periods up to an hour generally do not have a pleasant camp experience.

**Campers ( rising 2nd grade and older) who arrive at camp with training wheels or cannot confidently ride a 2-wheeled bicycle cannot participate in the camp day and will be asked to leave.** Please note that Trees Atlanta staff **cannot** remove training wheels off of your camper's bike; it can be time and labor intensive.

We want to welcome as many campers to our camp experience as possible and will accommodate your camper as much as we can, but **if your camper (rising 2nd grade and older) cannot confidently ride a two-wheeled bicycle, this may not be the camp for them this year.** If your camper is learning to ride a two-wheeled bike and still needs a little help, we strongly encourage you to sign them up for bike classes. We are big fans of the classes offered by REI, and if your camper could use a refresher or some extra help before the start of camp, we can confidently say that those courses have been a help to many of our campers in the past.

**Please note that as of December 2023, the biking requirements for JTK Summer Camp apply *only* to campers who will be in the *Quercus* and *Acer* age groups. Rising 1st graders (*Sassafras* group) will not be biking during the camp day, and are not required to know how to confidently ride a 2-wheeled bicycle.**

### 2. Is there a difference in the sessions offered?

Yes. There are three concurrent age groups at Junior TreeKeeper Camp. Each group is guided by dedicated camp staff. The age groups are: "*Sassafras*" (rising 1st grade) "*Quercus*" (rising 2nd - 3rd grade) and "*Acer*" (rising 4th - 6th grade).

*Sassafras* campers will be exploring the camp week's theme through group discussions, gameplay, crafts, and experiments that will take place on the Trees Atlanta property and nearby greenspaces within group walking distance.

*Quercus* and *Acer* campers will be exploring each camp week's theme as they discover Atlanta's urban forest via group bike rides on the Atlanta BeltLine. These campers will spend a majority of their camp days offsite, and will eat lunch away from the Trees Atlanta property.

*Acer* campers will be taking an offsite field trip (usually taking place on Thursday, but exact dates are subject to change due to contractor schedules and availability to accommodate the group). Each camp week will have a unique field trip location/educational experience. All costs associated with offsite field trips (transportation, entrance fees, etc.) will be covered by the normal camp registration costs.

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.

### 3. 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 carefully review the bike requirements for *Quercus* and *Acer* campers in this Handbook. (Pg. 10-12). Failure to review the biking requirements may result in your camper not being able to attend camp.**

Campers will arrive at the Trees Atlanta Kendeda 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 green spaces and local gardens, service learning, tree ID and measuring, orienteering, scavenger hunts, biking on the Atlanta BeltLine (for *Quercus* and *Acer* campers), exploring the Atlanta BeltLine Arboretum, arts and crafts, free playtime with new friends, and much more! See below for two Sample Schedules (*Sassafras*, and *Quercus/Acer*).

#### **Quercus & Acer Example Camp Schedule**

*Please note that this is an EXAMPLE schedule of an average camp day. Depending on the session of camp, as well as the particular day of programming, the times and types of activities may change*

Time	What's Happening	Description
7:30-8:30	Beforecare	Campers arrive and are greeted, given a brief tour of the facilities, and are set up with materials that they need for the day. Opportunities for reading, drawing, gameplay, etc.
8:30-8:45	Drop off - AM Tasks/Games	
9:00-9:30	Camp/Day introduction & Prep for leaving (Bathroom, Water, sunscreen, etc.)	Pack up, prep to leave
9:30-9:45	Bike checks and safety talks before departure	Counselors provide biking instruction and group-specific expectations for BeltLine
9:45-10:15	BIKING TO OFFSITE LOCATIONS	Campers and Counselors bike in a group to various offsite locations, generally accessed via Beltline path
10:15-12:00	Education, Gameplay, and Activities	Campers spend the morning participating in theme-specific environmental curriculum, educational gameplay, and activities in parks and greenspaces around atlanta (generally no more than 2-3 miles away from Trees Atlanta)
12:00 - 12:30	Lunch	Campers break for lunch (generally eaten off site at parks/greenspaces)
12:30 - 12:45	Bathroom/Water/Prep To Leave	
1:00-1:30	BIKING BACK TO TREES ATLANTA	Group bikes back to Trees Atlanta
1:30-1:45	Bathroom/Water/Cooldown	
1:45-2:30	Education, gameplay, and activities	Campers participate in crafts, experiments, and educational lessons and games back at Trees Atlanta
2:30-2:45	Afternoon snack & reflection period	Campers cool off from the day and eat a snack and reflect on the day's activities in their nature journals
2:45-3:00	Cleanup	Campers pack up and get ready to leave for the day

3:00-3:15	Car Pool - Sign Out	Parent/Guardian pickup at Trees Atlanta
3:15-5:30	Aftercare	Campers staying for aftercare play games, read, draw, enjoy the afternoon, etc.
5:30	Aftercare Ends	That's a wrap!

### **Sassafras Example Camp Schedule**

*Please note that this is an EXAMPLE schedule of an average camp day. Depending on the session of camp, as well as the particular day of programming, the times and types of activities may change*

<b>Time</b>	<b>What's Happening</b>	<b>Description</b>
7:30-8:30	Beforecare	Campers arrive and are greeted, given a brief tour of the facilities, and are set up with materials that they need for the day. Opportunities for reading, drawing, gameplay, etc.
8:30-8:45	Drop off - AM Tasks/Games	
9:00-9:30	Camp/Day introduction & Prep for leaving (Bathroom, Water, sunscreen, etc.)	Prep for day
9:30-9:45	Group Game/Lesson	Counselors provide instruction and group-specific expectations for BeltLine/Greenspace exploration
9:45-10:15	Walking to offsite locations (when applicable)	Campers and Counselors walk in a group to various nearby locations, generally accessed via Beltline path or residential sidewalks
10:15-12:00	Education, Gameplay, and Activities	Campers spend the morning participating in theme-specific environmental curriculum, educational gameplay, and activities in parks and greenspaces around the Trees Atlanta Kendeda TreeHouse (within a 10-15 minute walking distance of the TreeHouse)
12:00 - 12:30	Lunch	Campers break for lunch (either at the TreeHouse or at a nearby park/greenspace)
12:30 - 12:45	Bathroom/Water/Prep To Leave	
1:00-2:30	Education, gameplay, and activities	Campers participate in crafts, experiments, and educational lessons and games back at Trees Atlanta
2:30-2:45	Afternoon snack & reflection period	Campers cool off from the day and eat a snack and reflect on the day's activities in their nature journals
2:45-3:00	Cleanup	Campers pack up and get ready to leave for the day
3:00-3:15	Car Pool - Sign Out	Parent/Guardian pickup at Trees Atlanta
3:15-5:30	Aftercare	Campers staying for aftercare play games, read, draw, enjoy the afternoon, etc.
5:30	Aftercare Ends	That's a wrap!

#### 4. Are the 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 all age groups to participate together, and when appropriate, *Acer* campers may help or partner with *Quercus* and *Sassafras* campers on specific activities. The older groups (*Acer* and *Quercus*) will spend more time on their bikes on rides around the Atlanta urban forest environment via the BeltLine while the younger group (*Sassafras*) will be spending the day at the Trees Atlanta Kendeda TreeHouse and walkable parks and greenspaces close to the TreeHouse. The skill level of each week's groups will help to determine the distance and time spent on bikes. **Please carefully review the bike requirements as noted in this Handbook. (Pg. 10-12)**

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

#### 5. 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/weekly fees for early drop off or late pick up are indicated in this handbook.
- **Bike Rental** - If needed
- **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 during your camper’s session, based on availability, and may also be offered at a different rate.

#### 6. 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 that are 18+) who are trained to help campers make positive memories. In addition, all camps are further supported by Interns (paid 18+ staff) and Junior Interns (middle and high school volunteers) to ensure a safe and inclusive camp experience. Counselors and staff have passed background checks and completed Mandated Reporter Training.. Trees Atlanta staff is First Aid and CPR certified and participates in a week of training prior to the start of camp.

#### 7. What is the staff to camper ratio?

We maintain a ratio of 1 camp staff to every 7 campers (or less) for all activities outside of Trees Atlanta facilities, and at least 2 camp staff will be present with any camper at all times.

#### 8. 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!

[Facebook.com/treesatlanta](https://www.facebook.com/treesatlanta) and [Instagram.com/treesatlanta](https://www.instagram.com/treesatlanta)



**9. 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 Trees Atlanta Kendeda Treehouse to speak to someone who can handle your needs. Our office number is 404-522-4097. Specific Education Staff contact information can be found in the camp reminder emails that are sent after registration is confirmed. Our physical address is: 825 Warner St SW Atlanta, GA 30310, located in Oakland City.

For non-emergencies, email [education@treesatlanta.org](mailto: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's Executive Director.

Current staff contact information is found online at:

<https://www.treesatlanta.org/who-we-are/staff-board/>

### 15. How can I stay involved year-round?

Trees Atlanta leads youth and family 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.

### 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](mailto: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**

*Quercus* and *Acer* groups perform an ABC Quick Check every morning before we head out on their bikes. This can take anywhere from 10 - 20 minutes to complete with each group. Your camper’s familiarity with this safety check will help them, please share with them.

### **“A” is for Air:**

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- Inflate tires (with bicycle pump) to the rated pressure as indicated on the sidewall of the tire.
- 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:**

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- 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 at least 1" between the lever & handle

### **“C” is for Cranks, Chain, and Cassette (and Cranium):**

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- 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:**

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- 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 ensure that they are engaged.

### **“Check” is for Check It Over:**

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- Inspect the bike for loose or broken parts; tighten, replace or fix them.
- 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.
- Check to make sure that your helmet is snug and level on your head, with straps snugly adjusted. See image below for the method we use: [The 2-V-1 Rule](#).

# Make Sure Your Helmet Fits Right!

Follow the  
**2V1 Rule**

**2**

fingers  
above  
your  
eyebrows



straps form a

**V**

under your  
ears



**1**

finger  
between  
strap and  
chin

