Arboretum Summer Camp
A Nature Science Adventure

FAMILY HANDBOOK
2021

www.botanicgardens.uw.edu
Arboretum Summer Camp
2021 Family Handbook

Washington Park Arboretum
2300 Arboretum Drive, Seattle WA 98112
(Near the Graham Visitor Center)

uwbgeduc@uw.edu
206-685-8033

UWBG Employee Identification # (EIN) 91-6001537

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Camp Overview
Make new friends and explore the outdoors with UW Botanic Gardens! Our Fir Camp* is designed to promote environmental conservation through education and recreation, while having a ton of fun. Camp activities focus on hands-on exploration, play, and experiential learning.

*The portion of Arboretum Summer Camp for campers ages 6-8 is referred to as Fir Camp to differentiate it from our pre-k offerings (Alder Camp), our 9-12 year old offerings (Cedar Camp), and our camp offering for young teens (Hemlock Camp). In order to comply with the most up to date Public Health guidelines and recommendations, we will offer only Fir Camp in the summer of 2021.

Ages
All campers must be 6-8 years old throughout the entirety of their summer camp session.

Theme
Did you know that summer 2021 will be our 11th year of Arboretum Summer Camp? Over the last 10 years, campers have been telling us their favorite things about camp and we have been listening with big deer ears!

This year we will host a 2-week summer camp session (offered 5 times over the summer). At Arboretum Camp GOLD, campers will spend every day on time-proven Arboretum Camp favorites including daily nature themes, games, projects, and experiments. Tweety Tag, Aquatic Dips, Poison Dart Frog, and plant dissections are all on the agenda. For those campers who have no idea what those things are, we can’t wait to share them with you! Returning campers and new campers alike will find many things, old AND new, to love this year.

Due to the demand for camp and our decreased camp capacity, each camper may only attend one session of camp in summer 2021.

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>June 21 – July 2</td>
</tr>
<tr>
<td>Session 2</td>
<td>July 6 – July 16 (no camp on Monday, July 5th)</td>
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<tr>
<td>Session 3</td>
<td>July 19 – July 30</td>
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<td>Session 4</td>
<td>August 2 – August 13</td>
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<tr>
<td>Session 5</td>
<td>August 16 – August 27</td>
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Hours of Operation
Drop Off  8:30am-9am
Program Day  9am – 2:30pm
Lunch/Recess  11:30am-12:30pm
Pick Up  2:30pm-3pm
*Aftercare option available
**Gear**

**Bring It**

*Please come to camp wearing:*

- Weather-appropriate clothing
- Closed-toe, closed-heel shoes that are comfortable for long walks
- Sunscreen
- A Camp-approved face covering

*Please bring a backpack with the following items packed inside:*

- A Camp-approved face covering (that makes a total of 2 each day!)
- 2 Nut/Peanut Free Snacks*: one morning snack and one afternoon snack
- Nut/Peanut Free Lunch*: All campers should be able to open and close food packaging and containers independently
- Extra layers to keep warm/dry
- A full water bottle to refill throughout the day
- Sunscreen for re-application

* We take food allergies very seriously. For the protection of all of our campers, we are nut free.

**What is “weather-appropriate” clothing?**

**Wet or raining:** a waterproof or water resistant jacket to wear on top of other warm layers. Even plastic ponchos can work wonders for the spirit on a wet, chilly day.

**Chilly:** a sweatshirt or jacket to stay warm. Fleece is a great material for this. If it’s dry out, a cotton hoodie is great too.

This will be crucial this year! We do not have access to functional indoor areas that allow appropriate spacing. Barring emergency conditions, we must remain outdoors in all weather! Make sure your camper is prepared for this.

**What is an Arb Camp-approved face covering?**

A mask that...

- covers both the nose and the mouth
- fits snuggly on the face even through vigorous physical activity
- your camper can put on and take off independently, without any assistance
- is NOT a buff/neck gaiter

**Leave it at Home**

Arboretum Summer Camp is not responsible for any personal valuables. Please make sure your camper does not bring toys, cards, video games, phones, or gaming systems to camp. Campers will not be permitted to use any of these items while at camp (things get broken and lost at camp!). We make sure that our days are PACKED with activities— these personal items can become a distraction from the experience.

We do allow and encourage campers to bring books along with them for downtime throughout the day, before care, or after care. Books are welcome out of backpacks only with an invitation from camp instructors.

**Lost and Found**

If you are missing something, please check the Lost and Found right away! Because your lost item may have come in contact with lost items from other families or campers, we recommend that you put your reclaimed item into closed plastic bag to transport home. When you get home, consult public health guidelines for the most appropriate disinfection methods for the material. Arboretum Summer Camp is not responsible for lost, stolen, or damaged clothing or items.
Registration
Registration is done on our website: https://apps.ideal-logic.com/uwbg.

Financial Assistance
Financial assistance is available on a first come-first served basis to those who qualify. Applying for financial aid is part of the online registration process.

Discounts
A 15% discount is available to current UW employees and Arboretum Foundation members.

Friend Requests
At the time of registration, you may request that one other camper be assigned the same camp group. According to 2021 public health guidelines, we must assign campers from the same household to the same trail group and aftercare students must remain in the same group until they are checked out.

While we will always do our best to honor your request, pandemic safety protocols will make this even trickier than usual. Please understand that we can never guarantee two campers will be grouped together.

For privacy reasons, we are not allowed to share all information that influences the formation of our camp groups. We ask for your patience and respect around this potentially sensitive subject.

Cancellation Policy
This year, we are exercising as much flexibility as possible around camp cancellations. If you need to cancel camp, please remember that we have massive waiting lists full of families who would really love a spot this year. See Refund and Cancellations for more details.

COVID-19 and Attendance
Symptoms, Exposures, and Tests
We are all learning so much every day about how to keep ourselves and others safe during the pandemic.

At a minimum, we will follow the Seattle-King County Public Health Department school attendance guidelines to determine what circumstances will require a child to stay home from camp.

These guidelines are articulated in this COVID-19 Flow Chart from King County Public Health; this document speaks to how any symptoms, exposures, and test results influence attendance. Please familiarize yourself with this flow chart so that you have a better idea of what to expect for your camper and from the camp community this summer.

You will receive a full or prorated refund if you cancel due to COVID-19 related concerns; help us keep our community safe by being vigilant! To cancel camp, email uwbgeduc@uw.edu and write “Camp Cancellation” in the subject line.

See Refunds and Cancellations for more information.
Air Travel Considerations
Aside from symptoms and exposures, air travel will also impact a camper’s ability to attend camp. Currently, Washington state complies with Center for Disease Control guidance on air travel safety, which says that unvaccinated air travelers (including children) should test and must isolate after travel on a plane. The CDC flowchart below reflects our expectations for testing and isolation of unvaccinated air travelers. While making your summer plans, please consider the potential for air travel to influence your camper’s attendance. Refunds for days missed due to air travel-related isolation are not guaranteed.

Dropping Off, Picking Up, and Aftercare

Morning Drop Off
When  8:30 AM - 9 AM
Where  Washington Park Arboretum, Crabapple Meadow. Directions will be sent in your pre-camp email.

No Contact Drop Off
We will institute a no-contact pick-up process. Specific instructions/maps for drop off procedures will be provided in the pre-camp email you will receive within 2 weeks of the start of your camp session.

• Regardless of vaccination status, you must wear a face covering for the entirety of the drop
off process
• Proceed to the check-in location. Camp staff will meet you there with further instructions
• If you drive:
  o Remain in the car for the entirety of this process
  o Stay in line until you are signaled by staff to pull into empty parking spaces
  o A staff member will approach your driver’s side window to perform the daily health screening
  o If your camper passes the screening, they will be invited out of the car and escorted across the street to their camp group by camp staff
• If you walk or bike:
  o Maintain 6 feet of distance between yourselves and members of other households.
  o Wait in the designated waiting area until your camper’s turn for the health screening.
  o If your camper passes the screening, they will be escorted across the street to their camp group by camp staff

In order to maintain a no-contact system, caregivers dropping off at camp must remain on the opposite side of Arboretum Drive from the summer camp gathering space in Crabapple Meadow. We will walk them safely to their camp group.

Afternoon Pick Up
When 2:30PM – 3PM
Where Washington Park Arboretum, Crabapple Meadow. Directions will be sent in your pre-camp email.

No Contact Pick Up
We will institute a no-contact pick-up process. Specific instructions/maps for drop off procedures will be provided in the pre-camp email you will receive within 2 weeks of the start of your camp session.
• Regardless of vaccination status, you must wear a face covering for the entirety of the drop off process
• Proceed to the pick up location. Camp staff will meet you there with further instructions
• If you drive:
  o Remain in the car for the entirety of this process
  o Stay in line until you are signaled by staff to pull into empty parking spaces
  o A staff member will approach your driver’s side window to check photo ID against the approved pick up list and radio for your camper. Staff will not be handling your ID and we will not be asking for a signature. Staff will record your name.
  o Remember, we check every ID every time.
• If you walk or bike:
  o Remain appropriately distanced from other caregivers and campers
  o Wait in the designated waiting area until you are approached by camp staff
  o A staff member will check photo ID against the approved pick up list and radio for your camper. Staff will not be handling your ID and we will not be asking for a signature. Staff will record your name.
  o Remember, we check every ID every time.

In order to maintain a no-contact system, caregivers picking up from camp must remain on the opposite side of Arboretum Drive from the summer camp gathering space in Crabapple Meadow. We will bring your camper
Health Screening
We will be checking all staff and campers for COVID-19 symptoms and potential exposures every day at check-in. Please take your camper’s temperature before arrival at camp so that you are prepared to report that temperature to staff during the health screening. If any staff or campers cannot pass the health screening, they will not be permitted to attend camp.

Our health screening will contain questions similar to those in Seattle-King County’s most up-to-date [COVID-19 Daily Symptoms Checker for Staff, Parents/Guardians and Students](https://www.seattle.gov/coronavirus/covid-19-daily-symptoms-checker). Please familiarize yourself with the questions in this document so that you are prepared to answer these questions during the camp health screening and ALSO so that you may better identify a possible illness or exposure in your household.

During your camper’s session AND up to 14 days after their last day at camp, if
- You camper experiences symptoms of COVID-19
  OR
- You learn that your camper came into contact with a confirmed COVID-19 case between their first and last day of Arboretum Summer Camp

Call us immediately at 206-685-8033.

The Approved Pick Up List and Photo IDs
This is a complete list of adults that the legal guardian has approved to pick up their camper from camp. Only adults listed on a camper’s approved pick up list may sign out the child. This list of names is submitted during the registration process, but may be added to by a camper’s legal guardian at any time via call from a cell phone associated with that guardian’s registration account or in person with a photo ID.

If you have come to pick up a camper, but your name is not on their approved pick-up list, please be prepared to wait while a summer camp staff contacts a legal guardian.

We require a photo ID from every person every time to pick up a child from camp; staff can not release the camper until they see your photo identification and match it to a name on the approved pick up list.

Aftercare
When 3 PM – 5:00 PM
Where Washington Park Arboretum, Crabapple Meadow. Directions will be sent in your pre-camp email.
Cost $16/day

Aftercare is available from 3-5pm for $16 per day. Sign up for aftercare took place at the time of registration for camp. If you did not sign up but are interested in the possibility of enrolling your camper, adjustments may be made up to a minimum of 5 days before the first day of camp by calling (206-685-8033) or emailing (uwbgeduc@uw.edu). Space is limited. Campers may be picked up from aftercare any time between 3pm and 5pm. Late pick up fees will be enforced after 5pm.

Signs will mark the waiting area for pick up during aftercare. Staff will come to you, check your photo ID against the approved pick up list, and escort your camper to the pick-up area.
Late Pick-Up Policy & Fees

- **Late Pick Up fees:** If you are late to pick up your child at the end of camp (after 3:00pm), we do not have the capacity to enroll them in aftercare. We will charge $1 for every minute past 3pm. At 3:15 the rate increases to $3 per minute.

- **After Care Late Fees:** If you are late to pick up your child from aftercare, we will charge $1 for every minute after 5pm. At 5:15pm the rate increases to $3/minute.

Dropping Off Late or Picking Up Early

The Arboretum is large and our camps explore it extensively, meaning it can take a significant amount of time to move individual campers to and from their groups. If you are picking up or dropping off outside of the drop off and pick up windows a $15 fee will be charged UNLESS you do so at lunch/recess between 11:30 and 12:30pm. No fee will be charged during this mid-day time.

Preparing for Emergency Pick Ups

If a camper feels at all sick during the day at camp, they will need to go home immediately. Work with your emergency contacts and others in your personal networks to establish a plan for unexpected and speedy mid-day pick-ups should the need arise on any given day of camp.

Similarly, if thunder and lightning, or similar dangerous weather should occur and force us to seek shelter indoors, campers will need to go home immediately. We do not have sufficient indoor space for extended, safe, and engaging programming. Work with your emergency contacts and others in your personal networks to establish a plan for unexpected and speedy mid-day pick-ups on any given day of camp.

For more on this, see the [Making Decisions section](#).

Health and Safety

Our number one priority at Arboretum Summer Camp is safety. Let’s work together to ensure that your camper’s needs are met while at camp. All staff are certified in First Aid and trained in how to administer epinephrine auto-injectors and inhalers.

Please make sure to provide complete health information during the registration process. We will contact you if you if we need additional information or have additional releases or forms for you to complete.

Supporting Campers with Special Needs

Experience shows that successful participation in Arboretum Summer Camp requires the ability to do the following, with appropriate guidance from staff:

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<thead>
<tr>
<th>Understand and follow directions of staff</th>
<th>Maintain proper nutrition and hydration</th>
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<tbody>
<tr>
<td>Communicate needs and concerns to staff</td>
<td>Refrain from abusive behaviors (physical or verbal) toward self and others</td>
</tr>
<tr>
<td>Identify and avoid health/safety risks</td>
<td>Adapt to a positive environment, with very little downtime from others</td>
</tr>
<tr>
<td>Maneuver rugged terrain and distances</td>
<td>Participate fully in all scheduled activities and programs</td>
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Disability Accommodations
To request disability accommodation, contact the Disability Services Office at 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (fax), or dso@uw.edu. The University of Washington makes every effort to honor disability accommodation requests. Requests can be responded to most effectively if received as far in advance of the event as possible, preferably at least 10 days.

Smoke and Air Quality
We take the health and safety of our campers very seriously. Adjustments to our programs will be made to ensure that our campers are safe if air quality decreases in our area because of wildfires. Like weather events, poor air quality is beyond our control.

We will decide whether or not to cancel or modify a program based on our judgment of the safety of running our program outdoors according to the information and resources we have access to at the time. If it is determined that air quality levels are too low to operate safely in the outdoors, camp will be cancelled. We will not have access to indoor space adequate enough to allow for compliance with public health guidelines.

We acknowledge and respect that families each have unique needs and levels of comfort. We encourage families to make the attendance decisions that are right for them.

COVID-19
We have now spent more than a year consulting with Public Health professionals and agencies to learn about the virus itself and have adhered to all changes in recommendations for operation, specifically in childcare programs. We are adhering to those guidelines laid out by the Washington Department of Health for childcare with support and ideas from the Center for Disease Control’s “Suggestions for Youth and Summer Camps” and additional, King County-specific resources. Our 2021 Arboretum Summer Camp operational and hygiene plan underwent a rigorous internal approval process with the UW Department of Environmental Health and Safety. Just a few of the many precautions in place this year:

- Daily staff and camper health screenings
- Thorough disinfection of surfaces, restrooms, and materials
- No sharing of materials between camp groups without thorough disinfection
- Consistent hand sanitization and hand washing throughout the day
- Campers and staff wearing face coverings at all times—this excludes snack time, water breaks, and lunch time when adequate spacing will be maintained
• Smaller trail group sizes
• Establishment of consistent “pods” that do not intermix and remain within group number restrictions established by the Washington Department of Health
• Reduction of total camp size by at least 50%
• Increased staffing with the explicit purpose of maintaining increased hygiene levels and prevent intermixing of pods

Physical Distancing at Camp
Camp has been structured this year to disallow physical contact between summer camps pods—each comprised of two trail groups. Trail groups of 15 or fewer (campers, adults, and teen helpers included) will come in contact only with their own trail group and the 1 other trail group in their pod throughout the camp experience. Arboretum Summer Camp pods will not come within 6 feet of any other Arboretum Summer Camp pod throughout the camp experience—neither during the day nor in aftercare.*

Though all campers will be coached on keeping hands to themselves, allowing distance between themselves and others, and games/activities will be facilitated in ways that mitigate the possibility of a spread of germs, it is not possible to guarantee that all campers within each trail group and pod will remain 6 feet apart at all times—especially during downtimes like recess, hiking, check-in choice time, and check-out choice time.

*In the case of an emergency in which we must seek shelter indoors, space may not allow for a full 6 feet of space between campers. Should this occur, all campers and staff will be instructed to wear their masks and maximize distance between groups. See Refunds and Cancellations below for details on decision making process around cancelling camp.

Refunds and Cancellations
If You Cancel
If you must cancel your camp registration for COVID-19 related health reasons where quarantine is recommended or required because of exposure or symptoms, we appreciate your precaution and will provide a refund for any missed days. We cannot guarantee a refund for days missed due to quarantine following planned air travel that interferes with camp attendance.
If you need to cancel your camp for non-COVID-19 exposure or symptom related reasons, our refund policy is as follows:
For cancellation at least thirty days prior to camp, a full refund minus a non-refundable deposit of $80 per cancelled camp program will be provided and $20 per cancelled aftercare program. For cancellation between 14 and 29 days prior to camp, a 50% refund of all fees will be provided. For cancellation less than two weeks prior to camp, or non-completion of camp, no refund will be provided.
We expect to have wait lists for all sessions of camp. As you consider camp cancellations, please give us as much notice as possible so that we may welcome another eager family to camp!

If We Cancel
The current pandemic poses new challenges to camp this year. Cancellation of camp or portions of camp may occur due to inclement weather or poor air quality that would force us indoors for extended periods of time, a COVID-19 exposure, or other COVID-19 related complications.
If camp is canceled for any reason and lasts two or more days, we will do our best to make fair compensation for families by offering make ups, refunds, or spaces in future programs.

Making Decisions
• **Smoke:** Staff are monitoring both federal and state air quality monitoring websites to get the most accurate picture of local air quality conditions that we can. In making decisions regarding modification or cancellation of programming due to air quality concerns, we are following advice from the Washington State Department of Health on air pollution and outdoor school activities.

• **Lightning:** If there is lightning in the forecast during the camp day, we will most likely cancel that day of camp within 24 hours before the start of camp. If we experience thunder and lightning unexpectedly during the day, camp families will be contacted for immediate pick up from camp. *Because we do not have adequate indoor space for safe spacing and programming, guardians must have a plan for unexpected and immediate mid-day pick-ups for each day of summer camp.*

• **Change in County-wide Status of COVID-19 Recovery:** Camp staff are working directly with Seattle-King County Public Health to monitor the county-wide progress of COVID-19 recovery. We will consult with them regularly and make any necessary changes to our health and hygiene plans or close camp if recommended.

• **Exposure at Camp:** If we learn that there has been a chance of COVID-19 exposure at camp, we will contact all families as well as the Washington Department of Health to determine best next steps. Partial or full camp cancellation is a possibility.

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**Emergencies and Evacuation**

The University of Washington Botanic Gardens has developed protocols and procedures for staff to follow in the case of an array of emergency situations. If an emergency requires camp cancelation after camp has begun for the day or evacuation to an alternate location, Arboretum Summer Camp administrative staff will contact families with instructions.

**Contact**

To contact families in an emergency or with an urgent message impacting ALL CAMPERS, we use an app called Remind. You will receive a text message to opt in. You must respond to ensure you receive urgent messages. *This will only be used in case of last-minute location changes, cancellations, or other urgent situations that impact the whole camp when email may not be enough.*

To make sure you receive these messages:

- You will receive a message that says
  - Hi (your name), this is Arboretum Summer Camp. I’m using Remind to send important updates. *Reply YES to this text now to avoid missing my messages for (the dates of your camp).*
  - Reply NO if you do not wish to receive messages from this class.

- Text back YES.
  - Remind: Thanks, almost done!
  - Please reply with your birthday like YYYY-MM-DD (for example, 2014-12-31)

- This is how Remind ensures we are only sending messages to people of an appropriate age.
  - You’ve joined (the dates of your camp). Next, get the Remind app to keep school communication in one place.

- You do not need to do this to receive group text messages from us!
- That’s it. Hopefully, you’ll never get a message from us through Remind again

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**Staff and Instructors**

*Camp Supervisor, Kim Daniel*
Kim began her career teaching and managing environmental education programs in Georgia, Tennessee, and Ohio. Most recently, Kim served as Education Director for a school garden nonprofit in Reno, NV coordinating a rapidly growing effort to use school gardens as outdoor classrooms. Joining the University of Washington Botanic Gardens team in 2018, Kim oversees the education programs for youth and families at the Washington Park Arboretum and the Center for Urban Horticulture. The summer of 2021 will be Kim's third camp season with UWBG. Her job is mostly behind the scenes but you’ll see her at check in or check out. Kim loves knitting, crocheting, baking, and exploring the many parks and natural spaces of the Pacific Northwest.

Camp Manager, Cait McHugh
Cait grew up catching salamanders and fireflies in middle Tennessee. Despite her childhood dreams of becoming a professional dog trainer and/or actress, her love of nature, youth, and putting the two together took her in a different direction. Cait has worked as an environmental educator from North Carolina to California and many places in between. After graduating from Western Washington University with a M.Ed. in environmental education, she has continued to enjoy working with youth in the outdoors while also educating new environmental teachers. Cait creates our summer camp curricula, trains and supports our summer camp instructors, and builds connections with our camper community. In her free time, you can find Cait birding, hiking in the Cascades, playing bananagrams, or cuddling with her cat, Ladybug. This will be Cait’s fifth summer at Arboretum Camp; she’s excited to see her camp friends again and to meet so many new ones!

Instructors
Our camp instructors are amazing; in fact, they are frequently cited as our participants’ favorite thing about Arboretum Camp! Our instructors bring diverse backgrounds and skillsets, but they all have a few things in common:
- They are First Aid/CPR certified and have passed background checks.
- They love being outside and working with youth.
- They have undergone an extensive 30+ hour pre-camp training on topics including promotion of safe and healthy interactions with youth, risk management, developmentally appropriate content and teaching techniques, culturally responsive facilitation, and more!

We foster an environment of continued growth and education for our instructors. We take pride in the high expectations we set for our staff and our staff take pride in meeting (and exceeding!) those expectations.