Dear Summer Camp Parents and Guardians,

Thank you for the opportunity to share a summer of fun and learning with your child through Bok Tower Gardens’ Discovery Days summer camps. The Bok Tower Gardens Discovery Days Team will create a safe and positive environment for your camper. This letter explains the rules and guidelines of the program. Please read this thoroughly, sign the last page, and return this document to Becky Mallison or Sindy Miller.

Please direct any questions to:

Becky Mallison
863-734-1221
bmallison@boktower.org

Sindy Miller
863-734-1229
smiller@boktower.org

Bok Tower Gardens, 1151 Tower Blvd, Lake Wales, FL 33853

Medical Issues and Emergencies

**Illness:** Bok Tower Gardens reserves the right to release a child if he or she appears too ill to participate in the Summer Camp program or is considered contagious. Bok Tower Gardens will notify the child’s parent/guardian and request that the child be picked up within 30 minutes. If a child has been diagnosed with a fever, the child must wait 24 hours after the fever has subsided before returning to the program.

**Disease:** Bok Tower Gardens must be notified within 24 hours after a child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health. Life threatening diseases must be reported immediately.

**Communicating an Emergency:** In an emergency, Bok Tower Gardens will contact the participant’s parents and guardians who are responsible for picking up the child. If the parent or guardian is unavailable, we will attempt to notify the additional emergency contacts listed on this form. Bok Tower Gardens will take necessary actions in the child’s best interests until the appropriate contact has been reached.

**Safety Policy:** During any unforeseen crisis, such as natural disaster or similar events, Bok Tower Gardens will cease regular day activities and follow the appropriate plan outlined in the emergency preparedness plan. Parents will be contacted if children are to be released early from the program. Bok Tower Gardens will notify the proper authorities in the event of any emergency.
Behavior Expectations

Garden etiquette for everyone:
- Respect the plants and animals in the Gardens
- Treat others the way you would like to be treated
- Cooperate with Bok Tower Gardens team members
- Have fun!

Staff’s responsibilities of Acceptable and Unacceptable Behavior: Behavioral guidance conducted by a Bok Tower Gardens Team Member shall be constructive in nature and intended to redirect children to appropriate behavior through conflict resolution. Bok Tower Gardens Team Members shall interact with the child and one another to provide needed comfort, support and a sense of well-being.

Unacceptable Behavior: Unacceptable behaviors include bullying, profanity, disrespecting others and the Gardens, excessive horseplay, inappropriate or violent physical contact, or possession/use of a weapon. Bok Tower Gardens may report incidents of unacceptable behavior to the parents/guardians of all children involved. Bok Tower Gardens reserves the right to release a child for unacceptable behavior.

Reporting Child Abuse and Neglect: Bok Tower Gardens staff are mandated reporters and are responsible for reporting any and all signs of child abuse or neglect. This report will be completed by the Director and forwarded to Social Services in accordance with state policy.

Daily Schedule

Drop-off Procedure: Each morning when you arrive at the Entrance Gate let our Attendant know your child(ren) will be attending Discovery Days Summer Camp. Camp is held at the Olmsted House (ages 9 – 12) and the Discovery Center (ages 6 – 8). Walk your child to the appropriate classroom and sign in your child(ren) with the staff member. Drop-off begins after 8:30 a.m. Camp begins promptly at 9 a.m.

Pick-Up Procedure: Camp finishes at 3 p.m. Plan to arrive at approximately 2:45 – 3:00 p.m. A parent/guardian or authorized person must sign out their child(ren) with a Bok Tower Gardens staff member. For safety reasons, staff will not release any child to an individual not listed on the child’s summer camp registration. It is our policy to ask for a valid photo identification card, such as a driver’s license.

Visiting: Bok Tower Gardens has an open door policy regarding visits. We strive to foster a child’s independence and growth while allowing parents the opportunity to observe their child at play. Bok Tower Gardens is committed to the safety of the children at our Summer Camp program; we therefore require all visitors to check in with a Discovery Days staff member.

Friday Showcase: Every Friday afternoon, parents and guardians are welcome to join us for the weekly showcase from 2:30 p.m. – 3:00 p.m. This is a chance for your child to share with you what they learned at camp!
Camp Supplies

**What to Wear:** Dress in clothes that are sturdy, and can get wet and dirty. We will be playing with dirt, water, and art supplies daily. **Sneakers or closed toe shoes** (not sandals) are required.

**What To Bring:**
Please send your child with a backpack *every day*. The backpack should contain the following:
- Lunch (no candy or soda)
- Sunscreen
- Bug spray
- Hat
- Sunglasses
- Refillable water bottle
- Water shoes (no flip flops)
- Extra full set of clothing including underwear and socks in a plastic bag
- A towel

Please label all of your child’s belongings. Bok Tower Gardens is not responsible for lost or damaged items and/or money. We ask that your child does not bring toys or electronics from home.

________________________________________________________________________

**Please sign and return one form per child.**

I have read the Bok Tower Gardens Discovery Days policies and procedures. I agree to abide by these policies and procedures.

Date: __________________________

Child’s name: ____________________________________________________________

Parent or Guardian signature: _____________________________________________