



324 Forest Drive South, Short Hills, NJ 07078  
P: 973.376.3587 F: 973.379.5059  
[www.hartshornarboretum.org](http://www.hartshornarboretum.org)

## Cora Hartshorn Arboretum Parent/Guardian Camp Handbook

### Welcome to the Cora Hartshorn Arboretum

This information packet is designed to share important and helpful information. Our purpose is to help make this experience worry-free and pleasant for parents/guardians and program participants. If you have any questions, please feel free to contact the Cora Hartshorn Arboretum (CHA) at (973)376-3587.

### OUR VISION

*"To sustain Cora Hartshorn's legacy to the community by preserving a native woodland habitat and nature resource center for the education and enjoyment of future generations."*

**GENERAL RULES AND POLICIES** The Cora Hartshorn Arboretum has implemented rules and policies in order to ensure the safety and welfare of all program participants. Program participants in violation of CHA rules and policies, including willful and repeated disregard for behavioral expectations or potentially placing him/herself and/or others at emotional/physical risk, may be dismissed if the Camp Director sees fit. **All dismissals are non-refundable.**

1. Participants may not bring fireworks, firearms, matches, knives, weapons, or pets to a CHA program.
2. Participants are not the responsibility of CHA staff or volunteers unless they have been SIGNED-IN by a parent/guardian or authorized caregiver.
3. Participants are not permitted to leave the camp or woodlands without being SIGNED-OUT by a parent/guardian or authorized caregiver. The Director must be informed of early pick-ups during sign-in.
4. Participants, CHA staff, and volunteers are not permitted to smoke or chew tobacco.
5. The camp staff must be made aware of any allergies or conditions that may require medication. All medications must be in their original containers with the labels still intact and handed to CHA staff during program sign-in.
6. Participants are expected to refrain from being physically or verbally abusive towards other participants, CHA staff, and volunteers. Hitting, biting, throwing rocks or sticks, name calling, or bullying will NOT be tolerated.
7. Do not bring crayons, markers, paint, or pens to the CHA building or woodlands. This allows us to manage graffiti. Aerosol products are also prohibited.
8. Chewing gum is not permitted as it can become a choking hazard for participants and CHA wildlife.
9. Handheld gaming devices and electronics are not permitted during CHA programs, except in an emergency situation.

**TRANSPORTATION: SIGN-IN & SIGN-OUT** All transportation to and from the Cora Hartshorn Arboretum is the responsibility of the parent/guardian or caregiver. Participants must be signed-in each day with a CHA staff member between 8:45am- 9:00am. Sign-out will commence 5 minutes prior to the end of the program. You must list the names of the authorized persons who can pick up the minor child on the Health and Emergency Form. Turtle Tots program will be dismissed at 12:30pm. Kindergarten Extension, Explorers, and Trailblazer programs will be dismissed at 3:00pm. A written notice by parent/guardian is required for early sign-out. LATE PICK-UPS require an additional \$50 per 15 minutes over dismissal time.



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**ADDITIONAL FORMS** Emergency and Medical: the attached Agreement forms must be completed and filed with the Cora Hartshorn Arboretum (CHA) **TWO weeks** prior to the program. **Participants will not be permitted without the completed forms. No exceptions!**

**SICK DAYS AND ILLNESSES** Parents/guardians or caregivers must contact the Cora Hartshorn Arboretum if a participant will be missing a program day. A CHA staff member can be contacted at (973) 376-3587. This allows the CHA staff to continue with the program instead of waiting without necessity. If you do not call, a CHA staff member will call to confirm that your child is absent. If a participant becomes ill while at CHA, he/she will be asked to sit in the lobby with camp staff until a parent/guardian or caregiver is able to pick them up. If CHA staff is unable to reach a parent/guardian, the emergency numbers listed on the medical form will be contacted. Please be sure that your emergency contacts are made aware of this. The CHA staff, counselors, and volunteers are only qualified to provide minimal health care. The CHA DOES NOT dispense any medications. If illness requiring medication occurs, the Camp Director will contact a parent/guardian or caregiver to pick-up the participant.

**PERSONAL ITEMS** The Cora Hartshorn Arboretum is not responsible for damaged or lost personal items. CHA staff strongly discourages participants from bringing delicate, valuable items, or electronics to programs. All personal items should be clearly marked with the participant's first and last name. CHA staff and volunteers make every effort to see that the participant returns home with all of his/her belongings. Please look through the Lost and Found on the last day of the program session. All unclaimed items will be donated to charity. The following items are not permitted: **candy/gum, cell phones, toys or electronics, clothing with explicit or offensive pictures and wording, anything that could be used as a weapon.**

**APPROPRIATE OUTDOOR ATTIRE** It is the responsibility of parents/guardians or caregivers to dress participants according to the weather. Footwear should be sneakers or other closed-toe shoes that are comfortable for walking. Participants will not be allowed to participate in outdoor activities if they are wearing sandals and flip flops. On rainy days, participants should wear a poncho/raincoat and rain boots; NOT umbrellas. On snowy or cold days, participants should wear winter coats, winter boots, mittens/gloves, and hat. During the summer sunscreen is strongly encouraged, and insect repellent is allowed to be worn during camp. Please apply these to your child before the start of camp. Camp staff and volunteers are not permitted to apply these materials.

**LUNCHES** Participant's name should be clearly written on the outside of their lunch box/bag. Please pack a snack AND a lunch. If needed, please use an ice pack in your lunch bag. Please include a **reusable** water bottle so it can be refilled throughout the day. Please do not use glass food containers. All participants will have lunch together in a supervised setting. There will be a "nut-free" table for those allergic to nut products. By regulation, the Cora Hartshorn Arboretum cannot provide meals for participants.

#### **ALLERGIES**

The Cora Hartshorn Arboretum uses bird seed and other products for the care of our animals which contain nut products or may be manufactured with equipment containing nut products. Therefore, **the CHA is not considered a "nut-free" environment.** The CHA does not follow the Millburn School District's policy prohibiting participants from bringing snacks or lunches containing nut products.



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*Parents/guardians or caregivers of participants with nut allergies or sensitivities should be aware of this and take appropriate precautions.*

## **HEALTH AND SAFETY**

All CHA staff have a responsibility and must follow CHA procedures of health, safety, and security. The well-being of participants is the Cora Hartshorn Arboretum's top priority. All CHA staff and volunteers are carefully screened and professionally trained prior to working with the public. The CHA staff and volunteers rely on positive reinforcement and redirection for behavioral issues. Parents/guardians will be called for involvement if behavior becomes damaging to other participants or the program as a whole. All CHA staff working directly with program participants are required to hold a current First Aid and CPR certification. CHA staff is not allowed to provide medical care to any program participant; including the storage of prescription and non-prescription drugs. Applying ice or tech-nu, cleaning shallow wounds, and Band-Aids are acceptable treatments from CHA staff. If participants need medical assistance beyond the CHA treatment range, parents/guardians will be contacted. Medical emergencies will include a call to the local EMS. All behavioral and medical related incidents will be documented in an incident report which includes any communication with the participant's parent/guardian or caregiver.

## **REFUNDS**

Registrations are accepted in the order in which they are received. All cancellation requests must be made in writing. Cancellations must be made 2 weeks prior to the start of the program. Refunds will be made except for a \$25 administrative fee. Cancellations made after the program begins will require a doctor's note for a full refund for missed days. All returned checks will be charged an additional \$50 fee deduction for bank charges. CHA has the right to cancel any program and CHA will refund the full amount that was paid.

**RISK** Many Cora Hartshorn Arboretum activities involve a known and reasonable risk. The CHA staff and volunteers do everything possible to minimize these risks and provide a safe environment for participants. However, as with any type of high energy physical activity, there is always risk involved and the possibility of the unforeseen. This is to notify parents/guardians and participants of their responsibility, as a voluntary participant, to abide by all rules and policies. Participants must follow all instructions given by activity leaders as well as use common sense. By agreeing to voluntarily participate in a CHA program, parents/guardians and participants are aware and acknowledge the existence of risk in the event of an unforeseen or reasonably unpredictable circumstance, or an athletic type injury. CHA activities with a known risk factor include hiking, physically active games, nature exploration, and craft activities.

**PHOTO RELEASE** The Cora Hartshorn Arboretum takes photographs of participants through the length of the program. Some of these photos will be utilized on the CHA website and/or in an array of marketing material. Be aware, registering for a program grants CHA permission to utilize your child's photos. In general, participants in pictures are not identified. *If you wish to exclude your participant from photos, please contact the Camp Director to complete the appropriate forms.*

## **WHAT TO BRING**

Programs at the Cora Hartshorn Arboretum are very active. It is important that participants have the necessary equipment with them. In addition to seasonally appropriate clothing and footwear, please ensure that participants have the following:

- Backpack (to store their belongings)
- Change of clothes (will not be kept at CHA; must be in participant backpack)
- Water bottle (reusable bottle; minimum of 12 oz)
- Lunch (that does not require refrigeration or heating)
- Snack (something easy and quick)
- Hat (seasonally appropriate; sun protection/warmth)
- Raincoat/poncho (rainy day)
- Rain boots (rainy day)
- Winter coat (snowy/cold days)
- Gloves/mittens (snowy/cold days)
- Snow boots (snowy/cold days)
- Inhaler and/or Epi-pen (to be kept by Camp Director)

### **BEHAVIORAL ISSUES**

We expect participants to follow the rules of the Cora Hartshorn Arboretum. Participants will be issued two warnings in order to allow for behavioral improvement. After the second warning, CHA Staff may choose to issue a time-out. When behavior becomes a group management or safety concern, CHA staff will issue a time-out without a warning. The parent/guardian or caregiver picking-up the participant will be informed of the situation by a CHA staff member. Any behavioral issue threatening the group management or safety of other participants requires an incident report. Every incident report will be shared with and initialed by the parent/guardian or caregiver picking up the participant. If a participant has been administered three incident reports through the duration of that specific program, they will be removed from the program. **Refunds will not be issued for behavioral dismissals.**

### **PROGRAM CANCELLATION**

Cora Hartshorn Arboretum programs will be cancelled when Millburn Public Schools are closed due to inclement weather. CHA will cancel programs if the NJ Governor declares a State of Emergency when he/she believes a disaster has occurred or may be imminent (only Statewide or Essex County based emergencies). When Millburn Public Schools announce an early dismissal or delayed opening due to inclement weather, the CHA programs will follow this schedule. Please call the office at (973)376-3587 for confirmation of program cancellations.



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### **PROGRAM CAPACITY**

Registrations are accepted in the order in which they are received. After a program has reached maximum enrollment, registration will close. Registration will close the Friday prior to the program start date or after it has reached maximum capacity; whichever comes first. Late registrations will not be accepted- no exceptions. At the close of registration, a wait list will be created. Wait lists will be created on a first come, first served basis; campers will be accepted if an opening should arise. Wait lists do not guarantee the enrollment of a camper(s). To go on a waitlist please call 973-376-3587.

### **A NOTE TO OUR PROGRAM PARTICIPANTS**

(Please read this section to participants before coming to a CHA program.)

The Cora Hartshorn Arboretum staff and volunteers are excited that you are joining us for this program! You will have a lot of fun meeting new friends and trying new things. We have rules so that you and everyone else will feel comfortable and safe at the Arboretum. We need you and everyone else to follow those rules. We will tell you what the rules are on your first day. But as a warm-up, here is our # 1 rule: Have fun, make friends, and try new things – that's what it's all about!



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## PARENT/GUARDIAN AGREEMENT

Once you have read the Cora Hartshorn Arboretum (CHA) Parent/Guardian Information packet, please sign this agreement and return to the CHA. Parent/Guardian Agreements must be signed and returned prior to the start of the program for which your child is registered. If CHA does not receive a signed form, it will be assumed that your child is not participating in the program.

I hereby give permission for my child \_\_\_\_\_ to participate in the  
(Participant's first and last name)

Cora Hartshorn Arboretum programs for which he/she is registered. I have read and understand the Parent/Guardian information packet. I understand that there are some risks inherent to attending and I am willing to assume those risks on behalf of my child. I do hereby waive, release and hold harmless the Cora Hartshorn Arboretum, its officers, trustees, counselors, volunteers, and employees for any injury that may be suffered by my child in the normal course of participation in activities, whether the result of negligence or any other cause.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_