

# John Ball Zoo Camp -*Important Information Overview*

## **WHERE:**

All students are to meet their teachers on the Private Drive behind the Zoo Administration Building. **Please escort your child to and from the class drop-off/pick-up area** to insure their safety.

## **WHEN:**

Two-day classes meet from 9:00 AM – 4:00 PM. 4-day classes meet from either 9:00-11:30 AM or 1:00-3:30 PM.

## **CLOTHING:**

Clothing will most likely be exposed to paint, markers, mud or other “dirty” activities. Proper footwear is very important! **\*\*Shoes should be comfortable and practical, and must completely enclose the foot.** Children who do not wear the appropriate footwear will not be permitted in behind the scene areas and may find other activities restricted as well.

## **WEATHER:**

We spend time outside unless weather conditions are dangerous/severe, so please be sure your child is dressed appropriately for rain and heat. We do not apply **insect repellent** or **sunscreen** on students, so we recommend that you do this before coming to class. We will make frequent use of drinking fountains, but we encourage students to bring a water bottle from home that can easily be held while walking around the zoo.

## **FOOD:**

**Please do not send food with your child** (unless they are in a 2-day session and you’re bringing lunch and/or snack)! A light snack and drink are provided every day for the younger students (3yrs. thru 5-K classes) and all students during the full day sessions. We will be attentive to any food allergies a child may have if you’ve provided us with the relevant information in advance. Call 616-336-4300 if you have specific questions regarding any allergy/food issues. Ingredient lists for snacks are available upon request. The older classes (1<sup>st</sup> grade and older) will **NOT** take time for snack during the 4-day sessions. We encourage all students to bring a water bottle from home that can easily be held while walking around the zoo.

## **MONEY:**

Please do not send any money with your child.

## **SPECIAL NEEDS:**

Parents are responsible for informing us as soon as possible of any special needs (medical, dietary, allergy, learning, etc.) your child may have. We cannot attempt to accommodate a student unless we are aware of their individual needs.

## **BEHAVIOR EXPECTATIONS:**

John Ball Zoo is committed to providing a safe, fun learning environment for all campers. If a child’s behavior is disruptive to the program or experience of other campers, instructors will follow the following behavioral steps. Disruptive behavior includes; bullying, inappropriate language or actions and destruction of zoo property. Behavioral Steps: 1 – behavior will be discussed with camper, instructor and Education Manager will agree on solution. 2 – If step one is unsuccessful, the Education Manager will notify the parent regarding concerns and discuss an appropriate, positive solution. 3 – If behavior continues after camper/zoo staff/parent conference, the camper will be sent home. If a child’s behavior is aggressive or violent (hitting, kicking, biting or using any object as a weapon) toward either staff or campers, or if the child attempts to run away from the group, the child will be sent home immediately. No refund will be given when a child is sent home for behavior reasons.

## **CANCELLATION POLICY:**

Refunds (less a \$20 processing fee) for changes or cancellations are **ONLY** granted if written notification is received 2 weeks prior to the start of class. Anything less will result in the forfeiture of the complete registration fee.

**We look forward to another successful JBZ camp season!**



# John Ball Zoo Camp:

## *Dropping off and Picking up your Child*

### **LOCATION:**

The student Drop Off/Pick Up area is located just inside the gated entrance of the private Service Drive, located south of the Zoo Administration building. Classes meet in color-coded “zones” as indicated on the sign as you enter this area. Large color-coded signs with the class name are located at each zone. A Zoo education staff member will be in the area to help direct you to the appropriate class zone.

### **PARKING:**

The map provided shows the parking and drop-off locations. Parents are encouraged to park in the south end of the large parking lot (closest to the John Ball Park Drive & Park Street entrance), and walk across the service drive to reach the Drop Off/Pick Up location. Parking and drop-off in the Service Drive is not permitted for the safety of all campers.

### **DROP-OFF:**

1. Read the class signboard every day for special notes about your child’s class activities. Teachers will write a new message each day!
2. Each day, approximately 5-10 minutes before class starts, the teacher/aide will ask you to sign-in your child. You will then be provided with a numbered clip from the signboard. **The clip is color-coded and numbered to correspond only to your child—no one else has the same clip.** You are responsible for this clip and it will be required in order to participate in the “easy” pickup procedure.  
*If you prefer NOT to use the clip system, inform the teacher so they can retain the clip in their possession. If so, please be prepared upon picking up your child that you may be required to present an acceptable picture ID.*
3. **If YOU are the person picking up your child up after class,** please put the clip in a safe location which will allow you to return it when you pick up your child. **Do not give the clip to your child!**
4. **If someone else is picking up your child from class,** we suggest you give the clip to that person if conveniently possible. Otherwise, return the clip to the teacher and provide them with the name of the person who will be picking up your child. Please prepare the person picking up your child that they may need to present an acceptable picture ID if they do not have the clip.

### **PICK-UP:**

1. The signboards will be put away during class time but returned to the Drop-Off/Pick-Up area approximately 5 minutes prior to the end of class time.
2. Read the signboard for any special notes.
3. For “easy/speedy checkout”, return your child’s assigned clip, clipping it to the corresponding number on the signboard. This acts in the place of requiring a photo id or requiring your signature to identify you as the parent or guardian of your child. Once the class arrives at their “zone” for dismissal, the teacher will first dismiss the children whose numbered clips are on the board. Children who must be signed out will be dismissed next. Listen for your child’s name to be called for dismissal. **Please do not direct your child to meet you anywhere other than the assigned class’ zone or to leave the group prior to the official dismissal.**
4. If, for any reason, you do not have your child’s clip for checkout, notify the teacher. Please wait until the teacher has dismissed the early “clip” students before attempting to sign your child out.

**Thank you for your help & cooperation!!!**

# John Ball Zoo Camp: Day Programs Drop-off Map

## Parents:

When dropping off or picking up your child, we suggest you park at the South end of the Large Parking Lot and use the crosswalk.

**Vehicles are not allowed on the service drives shaded in light grey.** Please use the eastern-most Fulton St Entrance or the Park St. entrance as indicated by the arrows on the map below.

