



Oglebay Institute
Inspiring the Imagination

Thank you for choosing Oglebay Institute's Nature Day Camp! The staff at the Schrader Center is looking forward to a fun, safe, and exciting 2018 camp season!

Oglebay Institute requires the attached forms be completed and returned **prior to the first day of camp.**

No child will be admitted to camp without these forms.

The information is needed in order to effectively attend to your child's needs during an emergency, illness, or other circumstance. Please complete each section fully.

HEALTH INFORMATION:

Camp staff is NOT permitted, under any circumstances, to dispense daily medication. Please do not ask the staff to do so. The camp staff can only handle first aid situations.

If you suspect that he/she is ill, please keep your child at home to avoid unnecessary exposure to other campers or instructors. Please call Schrader Center to report your child's absence at (304) 242-6855.

Please let the staff know if your child has any food allergies, including wheat, dairy, peanuts or environmental allergies such as pollen, insect stings or bee stings.

Emergencies exceeding the knowledge of camp staff will be handled by Wheeling Hospital or Ohio Valley Medical Center. If camp staff does not deem the situation an emergency, parents will be notified and arrangements will be made for pick-up.

PICK-UP AND RELEASE INFORMATION:

Arrival time for **Budding Naturalists** (Age 4- Kdg) is 8:15-8:30am and pick-up is at 11:30am. **All other camps**, age 1st-6th grades, have an arrival time of 8:45-9am and pick-up is at 3pm. A parent or guardian must accompany each camper into the facility every morning, and sign each camper in upon arrival and out at the end of each day. Campers are not permitted to sign themselves in or out. **Please note that Nature Investigators and Explorers will swim at the Oglebay Pool at Crispin on Monday, Wednesday and Friday afternoons.**

Please complete the enclosed Pick-up and Release Information. Only those listed on this form will be allowed to pick-up your child from camp in your absence. Also, please indicate any person who is *never authorized* to pick-up your child. Each form will be reviewed and kept on file. *Any person picking up your child will need to show photo identification.*



Camp Times, Sign-in/Sign-out Location:

Camp Name	Ages	Location	Time
Budding Naturalists	Age 4 – Kindergarten	Lower Level, Schrader Center	8:30 a.m. – 11:30 a.m.
Nature Investigators	Grades 1-3	Lower Level, Schrader Center	9:00 a.m. – 3:00 p.m.
Nature Explorers	Grades 4-6	Lower Level, Schrader Center	9:00 a.m. – 3:00 p.m.

Should it become necessary to pick-up your child before the end of camp, please notify the Camp Director in advance if possible. *You must report to camp staff before removing your child from the premises.*

Please notify the camp staff if your child will be arriving late for camp.

PRE and POST CARE

Pre-Care and Post-Care are available daily at the cost of \$5.00 per hour per child. Pre-care will operate from 8:00 am – 8:45 am and Post-Care is available from 3:00 pm until 5:30 pm. Payment punch cards can be purchased on the lower level of Schrader at drop-off. **Pre/Post care is not available for campers registered in Budding Naturalist Camp.**

Camp staff must be notified in advance if your child will be attending pre and /or post care.

WHAT TO BRING

Budding Naturalists:

- Budding Naturalist Campers will be provided a snack and will NOT be going to the pool. All activities will take place in and around the Schrader Center. A change of clothes and/or shoes may be left in their cubby for the entire week.
- No toys, snacks or miscellaneous items may be sent with the children unless cleared through the camp staff.

Nature Explorers and Investigators:

- One clean towel and bathing suit should be sent on M, W, F. Suits and towels will go home each of those days with the campers. Please put items in a bag or backpack.
- Tennis shoes or hiking boots are required. Children should wear comfortable play clothes. A jacket or sweatshirt may be necessary in the morning.
- A non-perishable lunch should be sent each day (except Fridays). Please clearly label the lunch with the camper's name.
- A water bottle should be sent each day, clearly labeled with the camper's name. Nalgene water bottles are available for sale at the Schrader Center if you are interested in purchasing one.
- Friday is camp cookout day. Please do not pack a lunch unless your child has special dietary requirements. A typical cookout menu includes hot dogs, watermelon, sun chips, cookies, and lemonade. A vegetarian option will be prepared upon request.
- Please send sunscreen and/or bug spray labeled with the child's name. Please apply before sending your child to camp. The staff will remind campers to reapply as needed.
- No toys, snacks or miscellaneous items may be sent with the children unless cleared through the camp staff.



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TRANSPORTATION

By signing the Camp Information Forms, you agree to allow your child to be transported to field trip sites or the swimming pool via buses provided by the Institute or Oglebay Park Trolley.

ADDITIONAL INFORMATION

Additionally, we ask that you review the Oglebay Institute Summer Camp Handbook located on the Oglebay Institute website, www.oionline.com/camps. This helpful guide introduces parents and students to summer camp policies and procedure and addresses frequently asked questions such as what to wear, pick up procedures, lunch policies, etc. Please familiarize yourself with this information, review it with your child and consult it throughout the camping season. If you do not have access to the Internet, you can request a hard copy of this information be mailed to you.

Oglebay Institute Summer Day Camp Handbook: www.oionline.com/camps

Completed camp forms may be mailed to:

Oglebay Institute
Attn: **Nature Day Camp**
1330 National Road
Wheeling, WV 26003

Phone: 304-242-6855

Email: SchraderCustomerService@Oionline.com



OGLEBAY INSTITUTE CAMPER INFORMATION FORM

Please return to: **Oglebay Institute Nature Day Camp, 1330 National Rd. Wheeling, WV 26003**

Child's Name: _____

Parent/Guardian Name: _____

Phone: _____ Email: _____

Child's Age: _____ Male Female Grade Entering in Fall: _____

My Child will be attending the following week(s) of camp:

- June 4-8** **Camp Name** _____
- June 11-15** **Camp Name** _____
- June 18-22** **Camp Name** _____
- June 25-29** **Camp Name** _____
- July 9-13** **Camp Name** _____
- July 16-20** **Camp Name** _____
- July 23-27** **Camp Name** _____
- July 30-Aug. 3** **Camp Name** _____

CANCELLATIONS & REFUNDS

Oglebay Institute is committed to offering a wide variety of camps. As a result, camps sometimes have to be cancelled due to insufficient enrollment. In such cases, you will be notified no later than 72 hours before the camp start date, and the full fee will be refunded. Oglebay Institute reserves the right to substitute instructors.

For participants to cancel and receive a full refund, they must notify the facility and cancel at least **2 WEEKS** before the camp start date. No refunds will be granted less than two weeks from the camp start date, and there is no proration of camp fees once the camp has started. **A cancellation fee of \$20 is in effect for ALL cancellations made after June 1, even those made within the two-week cancellation period.** Camp fees cannot be transferred to another camp. Full payment is due at time of registration.

I have read and agreed to the terms above.

Signature: _____ Date: _____



EMERGENCY INFORMATION

Emergency Contact Name: _____ **Phone:** _____

Address: _____ **Relationship to Child:** _____

2nd Emergency Contact Name: _____ **Phone:** _____

Address: _____ **Relationship to Child:** _____

Medical Insurance Provider: _____ **Policy/Group #:** _____

Child's Physician/Medical Care Provider: _____ **Phone:** _____

Please indicate emergency facility choice: Wheeling Hospital Ohio Valley Medical Center

CHILD HEALTH INFORMATION

Date of last tetanus shot: _____

Please specifically list all forms of allergies (environmental, food, pet, etc.). Please include dietary restrictions:

Please specifically list any physical/ behavioral reaction to allergens and the treatment required:

Should your child be allowed to swim in deep water? Yes No, please explain:

Is there any helpful information about your child that you feel we should know, such as behaviors to watch for, fears, or medical condition? Please note it here:



PICK UP AND RELEASE AUTHORIZATION

I hereby authorize the following person(s) to pick up my child(ren) from Oglebay Institute’s Nature Day Camps. If there are any changes in these arrangements, I will give **advance written notice**.

Child’s Name: _____

Parent/Guardian Name: _____

ALLOWED

Name	Phone	Driver’s License State and Number	Relationship to Child

If there are any special instructions, such as any person(s) who are NEVER authorized to pick up your child, please indicate this information below.

Special Instructions

Parent/Guardian Signature: _____ Date: _____



Code of Conduct

Student Code of Conduct

Students learn better in a secure, orderly, and non-disruptive environment. The goal of Oglebay Institute is to help students and teachers create an environment that is conducive to teaching and learning.

At Oglebay Institute clear and reasonable rules are fairly and consistently implemented. Inappropriate or disruptive behavior by the student will not be tolerated and may result in removal of the student from the class or camp. Chronic offenders may be expelled from attending future classes or camps. No refund will be extended to expelled participants.

A safe and positive learning environment for students and adults is essential to our success and we appreciate your commitment to these principles.

Four General School Rules:

1. Listen politely and follow directions.
2. Keep hands, feet and objects to yourself.
3. Be courteous and polite. Respect the rights of others and respect the property of the organization.
4. Use appropriate language.

Expectations for Student Behavior:

1. Students will arrive to class on time.
2. Students will listen carefully and respectfully to their instructors and administrators.
3. Students under the age of 18 will ask for assistance from the adults in charge should they have trouble with another student.

By signing below, the student and his or her parent/guardian indicate their understanding and agreement to abide by this Code of Conduct.

Student

Date: _____

Parent/Guardian

Date: _____