



# Young Explorers Summer Day Camp Information Package for Parents

## Schedule - Pick-up and Drop-off

UBC Botanical Garden has a free parking lot at its entrance for garden visitors and temporary parking for pick-up and/or drop-off. When dropping off your camper please park in the parking lot and not in the traffic loop in front of the entrance (this is a fire zone). Summer camp leaders will be at the front entrance of the garden to meet the campers and parents at the following times:

### Summer Camp schedule:

Drop-off 9:00 a.m.  
Pick-Up 4:00 p.m.

### Pre/Post Care Service schedule:

Morning 8:00 a.m. to 9:00 a.m.  
Afternoon 4:00 p.m. to 5:00 p.m.

## Attendance

Please contact the Garden at 604-690-5375 if your camper will be absent for any portion of the summer camp.

## Health

No camper may attend who is ill or a source of infection. If a camper becomes ill, the parent(s)/guardian(s) will be contacted to pick-up the camper. Parent(s)/guardian(s) will notify staff if their camper contracts a communicable illness, and the camper may not return to camp until they are no longer infectious.

## Weather

The Young Explorers Summer Day Camp at UBC Botanical Garden operates rain or shine. Please make sure that your camper has weather-appropriate clothing, footwear and gear. UBC Botanical Garden reserves the right to cancel scheduled activities due to weather and substitute weather appropriate activities.

## Gear

### Campers should bring the following items to summer camp every day in a labeled backpack:

- Clothing appropriate for the weather (e.g. coat, rain-coat, boots, running shoes, gloves)
- Clothing appropriate for outdoor and/or messy activities
- A lunch, two snacks and a water bottle (to reduce waste, please use re-usable packaging)
- Sunscreen and a hat
- Necessary medication, in a clearly labeled container with instructions attached. Please make sure staff are aware of any medication at drop off
- Day 3 - a bathing suit and towel

**Please note:** The Young Explorers Summer Day Camp at UBC Botanical Garden is a “peanut free zone”. Please respect this policy and avoid peanut or other nut-related foods in your child’s lunch or snacks. Please use nut-free products and products produced in nut free facilities.

## Code of Conduct

All campers, parent(s)/guardian(s), staff and volunteers with the Young Explorers Summer Day Camp at UBC Botanical Garden agree to the following code of conduct. Failure to follow this code of conduct may result in removal from the Day Camp and UBC Botanical Garden.

- Respect yourself, other campers, staff, volunteers and camp property
- Listen to the camp leaders, the volunteers, other staff, and other campers
- Keep a positive attitude throughout the camp, and engage in activities
- There is absolutely no tolerance of emotional, physical, verbal or sexual abuse, or of bullying, harassment or teasing
- There is no tolerance for fighting, physical violence, possession or use of weapons (including using materials as weapons), or any actions or behaviours that threaten the safety of any individual
- Smoking, the consumption of alcohol and possession of illegal substances is not tolerated
- No profanity

## Lost and stolen property

UBC Botanical Garden is not responsible for lost or stolen items. Please do not bring valuables (electronic equipment, money, etc) to camp. Please take a moment when picking up your child to be sure that they have everything that they brought to camp that day. If you have misplaced something, visit the garden administrative office to check the 'lost and found' materials. Any items that have been left in the 'lost & found' more than 4 weeks will be donated to charity.

## Refund Policy

**One month notice:** 1 month prior to the registered camp week(s), registrants may cancel and receive a full refund, less a \$45 administration fee.

**Two weeks notice:** 2 weeks prior to the registered camp week(s), registrants may cancel and receive a 50% refund, less a \$45 administration fee.

**Less than two weeks notice: With less than 2 weeks notice no refunds will be granted.**

**Less than two weeks notice for medical reasons:** Participants who experience medical emergencies (injury or illness) may, at the Garden's discretion, receive up to a full refund less a \$45 administration fee. A letter from a physician must accompany any such request.

## Cancellation Policy

The UBC Botanical Garden reserves the right to cancel a session by 3:00 p.m. one week prior to the start date. In such cases, all fees for a cancelled program will be refunded, or participants will be given the option of joining another session (if space is available).

## Questions and feedback

For immediate concerns contact 604-690-5375. You can also email [garden.programs@ubc.ca](mailto:garden.programs@ubc.ca).

For more general feedback, please wait to receive the summer day camp evaluation form, distributed to parents/guardians before the end of the summer camp. Your input to the program is appreciated.