



Historic Oakland Foundation  
**2024 SUMMER CAMP HANDBOOK**

248 Oakland Ave SE Atlanta, GA 30312

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# OVERVIEW OF CAMP & OAKLAND CEMETERY

## **About Oakland Cemetery**

Historic Oakland Cemetery is Atlanta's oldest public park and the final resting place of many of the city's most noted citizens. Less than a mile from downtown, its 48 acres are full of treasures such as history and gardens, sculpture and architecture, ancient oaks and magnolias. It is a wedding venue, a green space, an art gallery, a classroom space, and a place to celebrate the city's rich and fascinating past and its promising future.

## **About Historic Oakland Foundation**

Historic Oakland Foundation partners with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important cultural resource and as an island of tranquility in the heart of the city. As we look to expand and reach new audiences, our growing focus is to advance our education and youth programs in order to better serve our community. The goals of Historic Oakland Foundation's Education and Youth Programs are as follows:

- Utilize Oakland's history and status as a public garden and park to build an interdisciplinary curriculum for educational programming.
- Create STEM-based programs aligned with the mission of preserving Oakland and enhancing living in Atlanta.
- Ensure that we provide accessibility to all students.
- Develop a youth workforce program with metro Atlanta students from underserved communities.
- Build a strong sense of community with the neighborhoods of in Atlanta and with our partners.

Our Camps offer a unique opportunity to explore STEAM (Science, Technology, Engineering, Arts, Math) through daily creativity-fueling crafts, exciting skill-building games, hands-on problem-solving activities, and engaging experiments that will ignite campers' imagination and love of learning. Campers will engage with Oakland's preservation and horticulture teams to explore how they use STEAM-related skills to sustainably maintain Oakland as a historic site and discover how those skills can be used in everyday life.

Campers will meet in Oakland's Bell Tower, located inside Oakland Cemetery (248 Oakland Ave. SE, Atlanta, GA 30312). Camp will take place inside the Oakland Bell Tower and on Oakland's grounds.

## REGISTRATION, POLICIES & CAMP OPERATIONS

### Registration Policies & Payments

Camp registration fees are due at the time of registration. Payment must be made in full to guarantee camper's participation in the program. Additional service options, such as before care and after care may be added during or after the online camp registration process; however, each payment processed separately will be subject to separate cancellation or refund policies (see below). The following payment methods are accepted: credit card or cash (in person). Receipts for cash payments can be provided upon request.

### Cancellation, Refund, Absence, and Dismissal Policy

All cancellation requests must be emailed to our Director of Education and Youth Programs, Charvis Buckholts [cbuckholts@oaklandcemetery.com](mailto:cbuckholts@oaklandcemetery.com). Cancellation requests not made via email will not be honored. Please read below for more information. Be sure to carefully check your camper's session dates and group before submitting any registrations. Our Cancellation, Refund, Absence, and Dismissal Policies apply to scholarship recipients in the same manner as full-priced registrants.

- A \$50 administrative fee will be charged for all cancellations.
- The deadline to receive a refund for cancellation is Friday, March 1, 2024. After March 1, 2024.
- No refunds will be issued for cancellations.
- Refunds will not be given for campers who miss camp days for any reason, including illness.

### Drop Off and Pick-Up Procedures

Historic Oakland Foundation will facilitate minimal-contact drop-off and pick-up processes each day. Families will be allowed to walk or pull into the cemetery to drop campers off at the Bell Tower's check-in desk.

- Campers will not be released to anyone who is not an authorized pickup (either primary pickup or alternative pickup) or does not have photo identification that matches the authorized pickup names in the camper's registration information.
- Parents and other authorized pick-up designees must show photo identification each day at pick-up.
- Campers will only be released to Parent/Guardian/alternate pick-up named by you during online registration and/or added in writing (via email). If there is a new alternate pick-up being added during the week of camp, please email the permission including the full name, relation, and phone number to the Director of Education and Youth Programs.

## **Field Trips**

There may be onsite and offsite field trips related to the summer camp's theme. For field trips not within walking distance, transportation will be on MARTA from the King Memorial Station located two blocks from Oakland. All field trips will require a signed permission slip by the parents or guardians on file.

## **Before/After Care**

Before care and after care are available daily from 8:15 a.m. to 9 a.m. and from 4:30 p.m. to 5:30 p.m. Before and/or after care for your camper can be reserved and paid for as part of the online registration process. A discounted rate is offered for purchase during registration. Subsequent add-ons will be charged standard daily rates.

## **What's Included With Registration**

Arts and crafts materials and all activity supplies are included with registration except where noted for special projects/events. Admission and travel fees for field trips are included in registration.

## **Discipline Issues**

Historic Oakland Foundation reserves the right to dismiss any camper whose behavior is excessively disruptive. We will communicate with the parent/guardian immediately of any conduct or behavior issues and may call parent/guardian during the camp day for immediate pick-up. This is to ensure the safety and positive experience of all our campers. Our guidelines for behavior focus on three aspects of respect: respect for yourself, respect for each other, and respect for your city and the environment. Please help us reinforce this concept with your camper.

We want your camper to have the best experience possible. If your camper may require additional guidance, please let us know ahead of time so that we can make the accommodations necessary for your camper to succeed.

Should any camper knowingly or intentionally fail to adhere to guidelines three times, or inadvertently and to an egregious extent as determined by staff, they may be dismissed from the program for the sake of the health and safety of other participants and staff. In this event, participants will be isolated and supervised by staff until picked up by a parent or guardian. In the event that excessively disruptive behavior cannot be properly addressed at camp, we will dismiss the camper from the remainder of camp and offer a prorated refund minus a \$50 administrative fee.

## **Health and Safety**

Historic Oakland Foundation considers the health and safety of participants, families, staff, and surrounding community as its top priorities in facilitating education programs. Pursuant to this end, we will follow the guidelines set forth in the [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning issued 10/04/2023](#), or any guidelines set forth between the date of this publication and the present. Additionally, we will adhere to the rules for day camps set forth by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) with whom we hold an exemption status. The protocol outlined in this document pertains to in-person programming.

Historic Oakland Foundation will continually monitor public health conditions as a means to practice prudence in judgment. Historic Oakland Foundation is prepared to modify in-person program formatting in order to adhere to CDC, City of Atlanta, and DECAL policies and recommendations on an ongoing basis.

## **Vaccinations**

Historic Oakland Foundation camp programs involve a high level of interaction with other campers and natural environments. As such, we highly recommend that campers are up to date on their vaccinations in accordance with Atlanta Public Schools' vaccination policy.

## WHAT TO BRING & WEAR

*Note: we suggest writing your camper's name on any items they bring to camp.*

Each camper is responsible for keeping track of their own gear. Since we are on the move a lot during the day, we require each camper to bring a sturdy backpack (two straps, NO STRING BAGS) to help organize their belongings.

- Please make sure that your camper's backpack is large enough to fit all necessary items, but small enough for them to carry on their own. Your camper's backpack should be properly sized to fit their frame.
- Please note that the use of purses, satchels, totes, or reusable grocery bags are NOT acceptable bags for campers to use during the day.
- Campers must carry their own lunches, snacks, and water bottles. Please make sure these items fit into their backpack with some room to spare to carry materials for the day's adventures (e.g., binoculars, journal and pencil, Frisbee, etc.).

### **Water Bottle (Required)**

A full water bottle is essential to bring to camp every day. Camp activities involve prolonged time spent outdoors in hot, humid conditions. There will be opportunities for campers to refill water bottles throughout the day. Please help us promote the practice of environmental stewardship by bringing at least a 20 oz. reusable bottle.

### **Lunches and Snacks (Required)**

- Lunches - We will often eat inside of the Bell Tower or outside at a destination in Oakland Cemetery. Please pack lunches that can be carried in your camper's backpack all morning. Campers will have access to a microwave or refrigerator. Healthy snacks: Active, hungry campers will need a few healthy snacks to fuel them through the day (and during After Care) that they will carry in their backpacks.
- Snacks - We recommend at least two snacks and an extra one (or two) if staying for After Care. Campers are active throughout camp and will need to re-fuel throughout the day. Please be sure to provide enough fuel for your camper. Nut allergies: Our camp is a NUT FREE Camp. Please be mindful of this when packing your camper's lunches for the camp day. If your camper comes with nut products, they will be temporarily distanced from other campers until they have finished eating.

### **Sunscreen (Required)**

Please apply sunscreen each morning before arriving at camp. While we provide sunscreen as “back-up”, campers must bring their own if they have a preferred or required brand. Staff and volunteers remind campers throughout the day to reapply. It’s important that parents set expectations with each child regarding the importance of sunscreen and their responsibility to reapply when reminded or make counselors aware if they need sunscreen. If your camper requires a MEDICAL restriction for topical sunscreen, please bring your medically-approved alternative each day with specific instructions for use by your camper.

### **Medications (One-day supply)**

- All medications must be discussed with the Director of Education and Youth Programs in advance.
- Please send only the amount of medication needed for each day, clearly labeled with detailed instructions for administration along with your camper’s first and last name.
- Your child must be able to take/administer their own medications. Camp staff will not administer medication unless in case of severe emergency.
- If your camper requires medication, (i.e. inhalers, EpiPens, etc..) their backpack must be large enough to accommodate said medications. All medications will remain on the camper’s person throughout the day. Medications stay with the camper (in instances of biking, having medications be separated from the camper could result in a delay time of administration if a counselor had to separate themselves from their position to locate the camp

*Note: Camp is not the appropriate setting for a “Medication Holiday” and prescribed medications should be taken as indicated by the child’s doctor.*

### **Inset Repellent (Optional)**

Some activities may be conducted in areas with insects. If your camper has a medical need to use specific insect repellents, please bring each day with specific instructions for use by your camper.

### **Hats / Visors (Optional)**

Some form of material sun protection is recommended to keep your camper’s face and neck cool and shaded. These hats should be well-fitted and not prone to fall off during strenuous activity.



## **Appropriate Dress**

Please look for an email detailing daily activities with any special notes. We will spend most of our time outdoors with high levels of physical activity. Please send campers in weather appropriate play clothes each day of camp. Plan for your kids to get dirty exploring the outdoors! If it looks like rain - please plan accordingly.

- Flip flops are not permitted. Closed toe shoes are highly encouraged. Specific footwear needs may arise according to planned outdoor activities, which families will be informed and notified about. On certain days, we may recommend campers bring specific clothing for an activity.
- We recommend each child wear a ball cap or hat and sunglasses whenever we are outside.

## **What NOT to Bring**

Historic Oakland Foundation is not responsible for the loss, damage, or recovery of any personal items such as library books, stuffed animals, trading cards, or toys.

Valuable Items (jewelry, electronic devices, etc.),

- Weapons, Drugs, Alcohol, Cigarettes, Lighter
- Cell Phones/Tablets (and Smart Watches). These items are permitted in case of emergency but should NOT be used during the Camp hours. In the event that a camper has a cell phone or tablet out during the camp day, they will be asked to either put it in their bookbag or hand it to a staff member for safekeeping until the end of the camp day. The cell phone/tablet will be given to the authorized pickup when they leave. In the event that a cell phone/tablet is a distraction to the camper or other group members, a staff member will remove the device from the camper and safely store it until the end of the day, at which point it will be returned to the authorized pickup at the end of the day along with an explanation of why it was taken.

# SAMPLE CAMP SCHEDULE

**Camp hours: 8:15 a.m. - 5:30 p.m.**

8:15 - 9 a.m.: Before care

9 - 9:30 am: Morning group session

## **9:30 a.m. - 12 p.m.: Morning activities – outdoors**

9:30 a.m. - 10 a.m.: Morning nature walk

10 a.m. -12 p.m.: Project-based learning

12 - 1 p.m.: Lunch

## **1 - 4 p.m.: Afternoon activities – indoors or outdoors**

1 - 2 p.m.: Team activity / scavenger hunt

2 - 3 p.m.: Project-based learning arts and crafts

3 - 4 p.m.: Interactive play

4 - 4:30 p.m.: Afternoon nature walk

4:30 - 5 p.m.: Daily yoga / meditation / reflection activity

5 - 5:30 p.m.: After care