Camp Co-Directors: Debby Head & Laura Viator
Camp Registrar: Chelcie Polk
Program Coordinator: Sam Mason

Camp Office:  
(770) 992-2055 ext. 222  
kingfisher@chattnaturecenter.org  
chattnaturecenter.org

Located at:  
Chattahoochee Nature Center  
9135 Willeo Road  
Roswell, GA 30075

Mailing Address:  
Camp Kingfisher  
P.O. Box 769769  
Roswell, GA 30076
Dear Camp Kingfisher Families,

Welcome to the 2023 Camp K family! If this is not your first rodeo with Camp K, then welcome back! If this is your first experience with us here at Camp K, welcome! We are honored and grateful that you have chosen and trusted us to be part of your family’s summer plans. We are all looking forward to getting to know our new campers and seeing how much our returning campers have grown over the past year.

There is a lot to know about summer camp, and this packet will introduce you to Camp Kingfisher. This will prepare you for camp days with us as best as possible.

Here are our top 5 suggestions:

1. Label everything.
2. Wear clothes that can get dirty and shoes that cover your toes.
3. Don’t forget your swimsuit and towel if you want to swim. We also recommend packing a change of dry clothes.
4. Leave toys, phones, smart watches, and other electronics at home.
5. Get ready to have fun at Camp!

We look forward to seeing you this summer!

[Signatures]

Debby Head
Camp Co-Director

Laura Viator
Camp Co-Director

Sam Mason
Program Coordinator

Chelcie Polk
Camp Registrar
Camp Kingfisher Policies

Changes and Cancellations Policy:

1. **Customer-initiated cancellation:** All cancellation requests must be emailed to kingfisher@chattnaturecenter.org at least 10 business days before the session start date. Cancellation requests that are not made via email will not be honored. Please read below for more information and be sure to carefully check your camper’s session dates and group before submitting any requests.
   
   i.  Any cancellation emailed on or before April 15th will be refunded minus a 15% cancellation fee.
   
   ii. Any cancellation emailed after April 15th will be refunded minus a 30% cancellation fee.
   
   iii. Any cancellation emailed less than 10 business days before the session start date will not be refunded.

2. **Camp Kingfisher-initiated cancellation:** When possible, families will receive a minimum of 4 weeks’ notice of any change or cancellation in camp sessions.
   
   i.  Should Camp Kingfisher deem it necessary to cancel a camp session, families will receive a full refund. You may also choose to donate a portion of your camp session to Camp Kingfisher. You will receive an acknowledgement notice of any donation you choose to make.
ii. Refunds are issued to the original form of payment. We may need to call you for credit card information to fully process your refund.

Illnesses and Medication Policy:

1. If a camper’s illness causes them to miss 3 or more days of camp in one week, they may make up the dates in a later week based on availability. A doctor’s note is required to receive a Sick Day Credit. The remainder of the session must be purchased at a prorated rate. Sick Day Credits are valid until the end of the following camp season (2023 credits are valid through August 2024).

2. Camp Kingfisher does not employ a registered nurse. All camp staff are First Aid, CPR, and Epipen certified.
   i. Campers with emergency medications, such as an Epipen or inhaler, must carry their medication on their person while attending camp. Action plans and medication instructions are required to be on file with camp administration. We recommend sending medication in a small bag or fanny pack that can be easily carried. —Action plans can be emailed to kingfisher@chattnaturecenter.org
   ii. If a camper needs medication that is administered regularly, it should be given to camp administration with the child’s name, medication name, and clear instructions. It will be stored in a secure location in the camp office.
   iii. If your camper requires a daily injectable medication, please contact Debby Head or Laura Viator, Camp Co-Directors, to discuss.

Camp Credit Policy:

If you need a credit issued for Summer 2023 for any reason, you must reach out by email to kingfisher@chattnaturecenter.org with your request for a credit by August 18, 2023.

Camp Cell Phone Policy:

The Camp cell phone number will be sent to families in your digital pick-up pass email the week before camp. The Camp cell is to be used for emergencies only. Do not use the number for any other reason, including pick-ups and drop-off.*

*See Late Drop-Offs/Early Pick-Ups for more info
Owl Groups

Campers are divided into groups based on their Fall 2023 grade level. Programs are customized to fit these grade levels and group ratios vary by Owl Group.

**Owlets**: 4-Year-Olds
- Must be 4 years old by session start
- 1 Counselor : 5 Campers
- 10 Campers per group

**Screech Owls**: Rising K / 1st Grades
- Must be 5 years old by session start
- 1 Counselor : 6 Campers
- 12 or 18 Campers per group

**Barn Owls**: Rising 2nd / 3rd Grades
- 1 Counselor : 9 Campers
- 9 or 18 Campers per group

**Barred Owls**: Rising 4th / 5th Grades
- 1 Counselor : 9 Campers
- 9 or 18 Campers per group

**Great Horned Owls**: Rising 6th / 7th Grades
- 1 Counselor : 10 Campers
- 10 Campers per group

**Travel Program**: Rising 8th / 9th Grades
- 1 Counselor : 5 Campers
- 10 Campers per group

*Please see the Owlets and/or Travel Camp sections for more details.*

First Day of Camp: What to Know

**Forms**: The following items are required to be on file before you attend camp. If we are missing either your Camper Information Form or immunization records, you will be required to complete them before entering the carpool line. Please note, we must have current immunization records or exemption documentation for emergency purposes before your child can participate in Camp Kingfisher.

- **Camper Information Form** (Microsoft Form)
- Current Immunization Records or Exemption (i.e., Form 3231 or an affidavit of exemption)
  - If you attended in 2022—and your records are up to date—this is already on file.
  - If you have any updates to your camper’s tetanus or Tdap immunizations, please submit your updated records.
  - Email records to kingfisher@chattnaturecenter.org
Before Camp Email: A few days before the first day of your camp session—typically the Friday before the session start date—we will email you a digital pick-up pass and the schedules for the following week.

Camper Updates: If you need to make any updates or changes to your camper’s information after you’ve registered and completed the Camper Information Form, please email kingfisher@chattnaturecenter.org and we will make any changes necessary. All camper t-shirt size changes must be submitted via email to kingfisher@chattnaturecenter.org by April 15, 2023, at the latest. Families will be given one t-shirt per camper during their first summer camp session with us.

Buddy Requests: You may request to be paired with one or two other campers on your camper profile during registration or on your Camper Information Form. If you have already registered and submitted your Camper Information Form, please email kingfisher@chattnaturecenter.org to add a buddy. While we will do our best, we cannot guarantee that campers will be paired together. Please note the following requirements:

- We must receive requests at least two weeks before your session starts.
- Campers must be registered for the same Owl Group (age group) and session.
- 1-week session campers and 2-week session campers cannot be grouped together due to the nature of the programs
  - Any session labeled numerically is a 1-week session.
  - Any session labeled with a letter (A-D) is a 2-week session.

Do Not Pair with Requests: You may request to have your camper in a different group from another camper on your Camper Information Form. If you have already submitted your Camper Information Form, please email kingfisher@chattnaturecenter.org to add a request to separate campers. We will do our best to keep “do not pair” campers in separate groups; however, in some cases, we cannot guarantee that the campers will be separated.
Late Drop-Offs and Early Pick-Ups:

If you need to drop off your camper late or pick them up early, please let us know in advance by telling the check-in staff or by emailing the camp office. When you arrive at camp to drop off late, please park and bring your camper inside to the Camp office, which is located on the second floor of the Administration and Education Building (A. and E. for short—where K-7th graders are dropped off/picked up). For early pick-ups, please park and go to the Camp office. There will be signs to direct you to where you need to go. A staff member will be able to assist you from there.

There are NO unscheduled pick-ups between 3:15pm and 3:45pm.

Drop-Off: 8am to 8:50am
Drop-off will be carpool-style. **Only camp participants are allowed to exit their vehicle.**

If you need extra time for goodbyes or getting ready, please park in a parking spot prior to entering the carpool line.

Adults will be asked basic information such as the camper’s last name to complete camper check-in with staff.

**New for Summer 2023:**
In an effort to reduce waste, we will not be giving out physical pick-up passes unless you specifically request one.

**Request a Physical Pick-Up Pass**

Pick-up will be blocks based on the CNC Account Holder’s Last Name:

- **A-E:** 3:45-4pm
- **F-L:** 4-4:15pm
- **M-R:** 4:15-4:30pm
- **S-Z:** 4:30-4:45pm

Pick-Up: 3:45pm to 4:45pm
Pick-up will also be carpool-style and one of the following is required to check out campers:

- A copy of your digital pick-up pass ready to show Pick-up staff (emailed to primary contact before the camp session begins)
- Physical pick-up pass (available by request)
- A photo ID that matches one of the primary, secondary, emergency, or pick-up contacts (originally set up during registration, may be updated prior to camp)

If someone else is picking up your camper, please forward your digital pickup pass via email or by sending a screenshot to your authorized pickup person.
## What to Bring

### Necessities

**LABEL EVERYTHING**

- **Water Bottle:** Reusable with only water
- **Comfortable Clothing:** Clothing that is appropriate for hot weather, outdoors, and water activities.
- **Closed-toe, Closed-heel Shoes:** Tennis shoes, sneakers, hiking shoes, etc.—Please do not send your camper in Crocs, flip flops, etc.
- **Lunch and 2 Snacks:** Packed separately and labeled.
- **Swimsuit and Towel**

### Extras

- **Change of Clothes/Shoes:** (including underwear) Your camper may get wet/dirty.
- **Sunscreen, if Needed:** We will apply 2 or 3 times daily.
- **Rain Jacket:** If rain is in the forecast.

## What to Leave (Do NOT Bring to Camp)

- **Bug Spray:** You may apply before coming to camp, but staff cannot assist your camper in reapplication.
- **Toys, Electronics (Including Smart Watches and Phones), Trading Cards, and/or Money are not Permitted and may be Confiscated.**
- **Valuables:** We cannot replace lost or stolen items.

## Lost and Found

Camp Kingfisher cannot be held responsible for lost items. Please help your camper(s) take responsibility for their belongings, do not bring valuables to camp, and **LABEL EVERYTHING**. We try to match labeled items to campers and will have a Lost and Found table set up during pick-up every Friday. Lost and Found items are held in the camp office for two weeks after each session before being donated to charity.
Pool Rules: The pool is an area of camp with an increased potential for fun as well as for injury. Changing before and after swim time is a sensitive time for campers; please educate your camper on changing room etiquette before camp begins. It is important for all campers to abide by the following rules when using the pool and locker rooms:

- Always listen to lifeguards and counselors.
- Walking only.
- No horseplay (wrestling, etc.).
- No teasing or bullying.
- Leave your things in a cubby, not on the ground.
- Change and exit the locker rooms without playing.

Swimming
All groups swim daily in our Junior Olympic-sized pool (3ft. to 12 ft. with a rope divider)
2 American Red Cross certified lifeguards are on the pool deck, with counselors stationed in the water and on the pool deck.
Swim Level Check: Available to Barn, Barred, and Great Horned Owl campers who wish to swim in the deep end (5ft. to 12 ft.). On the first day of the session, campers swim the width of the pool without stopping or touching, and tread water for 60 seconds. —Campers will have a chance to re-test on Wednesdays.
Campers who choose not to swim will have limited self-directed activities in the shade.
If your child requires a floatation device to swim, they must bring it with them.

Canoeing
Canoeing takes place on Kingfisher, Beaver, and Heron Ponds and is led by American Canoe Association certified canoe instructors.
All campers and staff are required to wear Personal Floatation Devices (PFDs) on the docks and ponds.
Screech and Barn Owls canoe twice per week with an adult or teen supervisor in the boat.
Barred Owls canoe 3 times per week with staff supervising from boats.
Great Horned Owls canoe 3 to 4 times per week and have a river trip during their second week of a two-week session. Staff supervise from boats.
Late Night Opportunities

Barred Owls and Great Horned Owls in two-week sessions will be given the opportunity to participate in activities after a regular camp day such as swimming, roasting s’mores over a campfire, and they will get a choice of evening activities. Camp Kingfisher will provide pizza for dinner and snacks for each late night.

<table>
<thead>
<tr>
<th>Tentative Dates:</th>
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<tbody>
<tr>
<td>Wednesday, June 14th</td>
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<tr>
<td>Wednesday, June 28th</td>
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<tr>
<td>Wednesday, July 12th</td>
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<tr>
<td>Wednesday, July 26th</td>
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</table>

<table>
<thead>
<tr>
<th>Barred Owls and Great Horned Owls Attending 2-Week Sessions</th>
</tr>
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<td>**</td>
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</table>

The sessions above will have the opportunity to experience Camp Kingfisher at night! This experience is optional. Campers may only attend the late-night experience for the session they are enrolled in.

Dress Up Days

We celebrate the end of each week with the opportunity to dress up. Participation is optional and at your child’s comfort level. Please ensure outfits are weather appropriate and can get dirty. **Please do not send props or cover your child’s face.**

| Week 1: Friday, June 2nd | Crazy Hair Day |
| Week 2: Friday, June 9th | Tie Dye Day |
| Week 3: Friday, June 16th | Favorite Character Day |
| Week 4: Friday, June 23rd | Decade Day |
| Week 5: Friday, June 30th | Rainbow Day |
| Week 6: Friday, July 7th | Out of this World Day |
| Week 7: Friday, July 14th | Beach Day |
| Week 8: Friday, July 21st | Future Day |
| Week 9: Friday, July 28th | Comfy/PJ Day |
| Week 10: Thursday, August 3rd | Inside-Out Day |
Camper Expectations

We want every camper to have an unforgettable, fun-filled experience at Camp Kingfisher. To succeed with this, we have established expectations that must be followed by all campers. Please make sure that your child is familiar with these expectations prior to attending camp with us. These expectations also extend to the internet and social media.

Respect Yourself:
- Drink water and always bring your water bottle
- Try your best and believe in yourself
- Let a counselor know when you need help
- It’s okay to make mistakes and learn from them

Respect Others:
- Keep your hands/personal items to yourself (no violence)
- Speak kindly (no disrespectful language)
- Bullying of any kind, including online, is not tolerated.

Respect Nature:
- Observe, but do not bother living things (use eyes, not hands, sticks, etc.)
- Explore and learn without disturbing habitats
- Stay on the trails

Respect Camp:
- Listen to your counselors, lifeguards, and all other instructors and follow their directions
- Walk in the gym and at the pool
- Take only what you need

When campers have difficulty meeting expectations, we will help them get back on track by:

1. Reminders and Positive Feedback: Counselors will help campers remember what is expected of them and give positive feedback for good choices.
2. Discussion of Consequences: When expectations are regularly not met, we explain the consequences of each camper’s choices and give them another opportunity to succeed.
3. **Removal from Group:** A camper who continues to not meet expectations is removed from the group for a short time. This time is supervised by a staff member at a designated spot.

4. **Administrative Attention:** Continuous issues are brought to the attention of an administrator. If an administrator intervenes, you will be notified at pick-up or via phone call. Administrators at camp include the two Co-Directors, the Registrar, and the Program Coordinator.

5. **Parent Conference:** If behavior does not change, the camper, parents, counselor, and administrator will meet to discuss solutions.

6. **Contract:** In rare cases that the behavior still does not change, the camper, parents, counselor, and administrator will develop a behavioral contract.

7. **Dismissal from Camp:** If a behavioral contract is broken, the camper will be asked to leave camp and return the following summer, making new and better choices.

*If you have questions about our behavioral strategies, please contact one of the following Camp Co-Directors:

*Debby Head:*
(770)992-2055 ext. 232  
d.head@chattnaturecenter.org

*Laura Viator:*
(770)992-2055 ext. 234  
l.viator@chattnaturecenter.org
Lunch

Please keep in mind:

- Lunches are stored indoors, in the air-conditioned gym, but not refrigerated.
- Campers do not have access to a microwave.
- Please pack any necessary eating utensils—Camp Kingfisher does not provide silverware.
- Campers are not allowed to share food at camp, even between siblings.

At Camp Kingfisher, we encourage campers to be friends of the earth. Our goal is to have as little trash as possible, and we appreciate any effort your family makes to reduce waste at camp.

**Low Impact vs. High Impact Lunches:**

<table>
<thead>
<tr>
<th>Low Impact</th>
<th>High Impact</th>
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<tr>
<td>• Reusable lunch box</td>
<td>• Lunchables containers</td>
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<tr>
<td>• Reusable storage containers</td>
<td>• Plastic wrappers from pre-packaged chips,</td>
</tr>
<tr>
<td>• Reusable silverware (if necessary)</td>
<td>granola bars, fruit snacks, etc.</td>
</tr>
<tr>
<td>• Recyclable Containers (Plastics # 1-7, aluminum, and steel)</td>
<td>• Plastic containers without a labeled # or recycle symbol</td>
</tr>
<tr>
<td>• Cloth or paper napkins</td>
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<tr>
<td>• Compostable food scraps (apple cores, banana peels, etc.)</td>
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*Please remember: A low impact lunch should be encouraging and not stressful!*

**Birthdays**

If your child’s birthday falls on a camp day, we will celebrate with them!

If you would like to bring birthday treats, please check with your counselors regarding any allergies or food restrictions in your group. Please make sure they are pre-packaged.
Owlets (4-Year-Olds)

Owlets is a half-day program for 4-year-old campers. Hours are 8:30am to 12:30pm. Extended care is not available. Groups of 10 campers and 2 counselors will explore nature, hike, swim at the pool, play games, and make crafts. There is no canoeing for Owlets.

**First Day of Camp**
- **Owlet Camp runs from 8:30am to 12:30pm.**
- Drop-off will be carpool-style at the small bridge with the “Owlet Drop-Off” sign. Only camp participants are allowed to exit their vehicle. If you need time for goodbyes or need to finish getting your camper ready for the day, please park in a parking spot and then get into the carpool line.
- You will be able to meet your counselors briefly at drop-off.
- Schedules will be emailed to you the week prior to your session.
- You will be given your camper’s t-shirt at pick-up during your first session for the summer.

**Drop-Off and Pick-Up**
- Drop-off and Pick-up are carpool-style.
- Drop-off is at 8:30am at the small bridge with the “Owlet Drop-Off” sign, which is located across from full-day camp drop off.
- Campers will be escorted up the hill to the pool by a staff member each day. Note: If you drop off your camper after 8:45am, you may be asked to escort your camper up the hill to the pool area to meet up with their group.
- Owlets head to the pool at 8:45am. Please send your camper to camp in their swimsuit. Please pack a change of clothes.
- Pick-up is from 12:15pm to 12:30pm outside in front of the Administrative and Education building (where the older kids are dropped off and picked up each day)
Travel Program (Rising 8th and 9th Graders)

Travel Program is an adventure camp for rising 8th and 9th graders. Groups of 10 campers and 2 counselors spend two weeks exploring Georgia and other nearby states through unique outdoor activities. Drop-off and pick-up times vary depending on the scheduled activity for each day.

Travel Program will meet on the Pool Deck each day, including on the first day of the session. Their drop-off is located by the small bridge across from the on-site camp drop-off area.

<table>
<thead>
<tr>
<th>First Day of Camp</th>
<th>Drop-Off and Pick-Up</th>
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<tr>
<td>• Drop-off and pick-up will be carpool style. Only camp participants are allowed to exit their vehicle.</td>
<td>• Drop-off and pick-up are carpool-style.</td>
</tr>
<tr>
<td>• When dropping off, please verify your contact information, sign any additional trip waivers, and receive your camper’s t-shirt (first day of their first session only).</td>
<td>• Departure times vary, please make sure to check your schedule and be on time. We cannot wait for late campers. If your child will be late or absent, please contact the Travel Program counselors via GroupMe.</td>
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<tr>
<td></td>
<td>• Pick-up will be at the same area as drop-off—over by the small bridge with the “Owlet Drop-Off” sign until 4:45pm. After 4:45pm, Travel Program campers will go directly to the gym to await pick-up.</td>
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</tbody>
</table>

More information, including schedules, trip details, and packing lists will be emailed the week before your session.

Off-Site Overnight Tentative Schedule

Session 2A: Thursday, June 8th
Session 2B: Thursday, June 22nd
Session 2C: Thursday, July 6th
Session 2D: Thursday, July 20th