

**The Elizabethan Gardens**  
**Camp Discovery Policies and Documents**

Dear Camp Parents and Guardians,

Welcome to Camp Discovery at the Elizabethan Gardens! We hope this fun-filled summer will give your camper memories that last a lifetime. Our goal is to encourage learning in the outdoors and grow a healthy appreciation for the world around us. We will spend camp days engaged in gardening, water play, outdoor games, nature exploration, and other hands-on activities.

Preparing your child for camp and completing all necessary forms is important for a safe and enjoyable experience. We have provided this document with frequently asked questions and information for you. The Registration forms attached at the end of this document are required and must be submitted with deposit at the time of registration before your child can attend camp. Below is a check list of forms that are required no later than one-week before camp starts:

- Main Registration Form
- Medical Information Form
- Activity Approval
- Photo Release
- Waiver and Release of Liability

We will send a confirmation email after all forms and deposit is received. Additionally, we will send an email one-week prior to camp start date to ensure final payment has been made, send you a detailed schedule, and make sure everything is set for your child.

If you have any questions, please call Laura Hensley, Programs Manager at (252) 473-3234 ext. 102, or email [programsmanager@elizabethangardens.org](mailto:programsmanager@elizabethangardens.org).

Thank you in advance for your cooperation. We are looking forward to an exciting summer!

Laura Hensley  
Programs Manager  
Elizabethan Gardens

## 2024 Camp Discovery Session Schedule and Descriptions

### Week-long Day Camps-

Seedlings Camp- Ages 5-6 years

June 24<sup>th</sup>-27<sup>th</sup>

Garden Explorers: How does a seed become a flower? In Garden Explorers week, campers will learn about the amazing world of plants. Dirt will be dug, seeds will be planted, and campers will become scientists as they explore plants in a whole new way. The activities in this camp are structured for kids that have already attended Kindergarten.

Sprouts Camp- Ages 7-8 years

July 8<sup>th</sup>-11<sup>th</sup>

Wings, Scales, and Tails: What would you do if you had wings? What is the difference between lizards and frogs? This week campers will investigate creatures of the forest. Owl pellets will be dissected and nature walks will have campers looking up and down for all the tiny creatures that call the Garden home.

Clovers Camp- Ages 9-10 years

July 15<sup>th</sup>-18<sup>th</sup>

Water, Water Everywhere: Join us for a wet and wild week of water exploration. Campers will discover the water cycle and learn about how water is essential for all life on earth. Hands-on activities will be messy and wet this week.

Trail Blazers Camp- Ages 11-12 years

July 22<sup>nd</sup>-July 25<sup>th</sup>

This camp is packed with high-energy adventures like hiking, outdoor learning, and games, predicting weather patterns, and learning to use maps and a compass to navigate through the Gardens. Campers will identify trees and learn about the plants that benefit people.

### Pre-K Single Half-Day Camps (8am-11am): Ages 4-5

July 1<sup>st</sup>- 3<sup>rd</sup>

Campers will use their wild senses to immerse themselves in the natural world around them. We will investigate and observe plants through sights, smells, sensory hikes, and various activities that engage all the senses. Activities are slower paced, purposeful, and sensory friendly. Pre-K camp activities are designed for children who have not attended Kindergarten.

As this may be the first camp experience for your child, you are welcome to stay at camp for the first 30-minutes of the day. However, we highly recommend that parents/guardians not remain at camp so the child can adjust by themselves. If a child has not adjusted to being at camp in the first 30-minutes, the parent/guardian will be called to pick up child. You can pay for one single day or for all three days.

### **What is included with camp?**

Each day of camp is filled with fun, high-energy activities, take-home crafts, and games. There is a scheduled hike off-site, on the Freedom Trail, on one day for all camp weeks, except for the pre-K half-day camps. A camp t-shirt, as well as two snacks each day for full-day camp and one snack for half-day camp is included. Our goal is to send your child home excited about the next day, messy from outdoor exploring, and most importantly, happy.

\*If your child has a known food allergy or preference, please send an appropriate snack and lunch with your child to camp. We do our best to accommodate allergy needs; however, we do not guarantee that all snacks provided will be allergen free. Additionally, if your child has a severe food allergy, please indicate this on the Medical Information Form.

### **Daily camp schedule and activities**

The following is a general schedule of each camp day. Camp activities are highly active (running, hiking, walking, playing, etc.) and can be tiring. We will take frequent breaks for rest and water throughout the day. Please consider whether your child can fully participate in activities before registering for camp. Activities vary and times are subject to change. Drop-off and pick-up times do not change.

#### **Full-day camps (9:00 am-3:00 pm)**

8:45 - 9:00 am: Drop-off  
9:00 am: Program time  
10:30 am: Short break/snack  
10:45 am: Program time  
12:00 pm: Lunch and Free Play  
1:00 pm: Program time  
2:30 pm: Snack and Free Play  
3:00-3:15 pm: Pick-up

#### **Pre-K 1/2 Day camps (8:00 am-11:00 am)**

7:45 - 8:00 am: Drop-off  
8:00 am: Play and Program time  
9:30 am: Break/snack and story  
10:00 am: Program time  
11:00-11:15 pm: Pick-up

### **Where does camp take place?**

Most camp activities will take place throughout the Gardens property. There may be some days where activities will take us offsite on field trips. These may include, but are not limited to, trips to the Lost Colony walking paths, hiking trails, beach and sound side areas, and other spaces in the Outer Banks. To participate in these field trips, the Activity Approval must be submitted with other paperwork. Staff will inform parents in advance, the day and location of field trip.

### **Where is drop-off and pick-up?**

Drop-off and pick-up will take place outside of the main Gardens' gate each day. You must sign your child in and out of camp each day. Only the person(s) designated on the registration form will be allowed to pick-up child. The person picking up child must show proof of ID before child is released.

Staff will not be able to meet you at the front gate if you arrive late or need to pick-up your child early. Parents/Guardians will need to meet campers at a location inside the Gardens. If you are picking up your child early, please let us know during morning drop-off.

### **How do I register my child and is there a waitlist?**

You can register your child(ren) by contacting staff at the Elizabethan Gardens and submitting all required paperwork in the Registration packet along with deposit. If you have questions about available camp spaces and the paperwork, you can contact Laura Hensley, Programs Manager, at (252) 473-3234, ex. 102 or email [programsmanager@elizabethangardens.org](mailto:programsmanager@elizabethangardens.org).

Registration is on a first-come, first-served basis. There is a limited number of spaces in camp, and we highly recommend that you register well in advance. Registration for camp ends one-week before the first day of camp. Your child's space in camp is not fully reserved until all paperwork and final payment has been received. If camp is full, we will add you to a waitlist for that week and contact when a spot has opened.

### **Age Policy**

Campers must be the age listed in the description by the first day of camp. Please make sure that your child is registered for the appropriate camp. Camp activities for each week are specifically designed for the age that is listed. There are no exceptions and false registrations will be canceled and fees will be refunded, minus the nonrefundable deposit.

### **Payment and Deposit (For members and non-members)**

#### Week-long Camps

\$200 per child, per week

#### Half-day camps

\$50.00 per child, per day

There is a \$100 non-refundable deposit for all full-day camps and \$20 deposit for half-day camps, due at the time of registration. Final payment is due no later than one-week prior to camp start date. Registrations and any payments made after the one-week deadline will not be accepted. Once paperwork and deposits are received, staff will email a confirmation, final payment amount, and due date.

### **Cancelation and Refunds**

The Elizabethan Gardens reserves the right to cancel or change programs at any time due to weather conditions, safety, or changing COVID-19 policies. If the Gardens cancels a program, we will contact parents/guardians and issue a refund, minus the non-refundable deposit. If a program needs to be canceled by the Gardens, staff will do their best to contact parents/guardians a week in advance of camp start date.

Cancellation requests must be received no later than one-week prior to the first day of camp to receive a full refund. The deposit is non-refundable and non-transferable. To cancel please contact Laura Hensley, Programs Manager, (252) 473-3234 ex. 102 or email [programsmanager@elizabethangardens.org](mailto:programsmanager@elizabethangardens.org). Cancelations after the one-week deadline will not be eligible for a refund. Membership fees are non-refundable.

### Missing a day of camp?

We ask during registration you indicate whether there is a day your child will be missing during the week. We diligently account for every child each day and need to know in advance if your child will be out. We understand that things come up and you may have to remove your child from camp. Camp rates will not be refunded or pro-rated for missed days.

### Can I drop my child off early or pick up late?

Extended care beyond the scheduled drop-off and pick-up is not currently offered. Early drop-offs or late pick-ups without prior notice will be charged an additional \$20.00 per day.

### Communication with camp staff

Camp staff and volunteers will carry a cell phone with them during the camp day. In the event of an emergency, we will call 911 and then contact the person(s) on the emergency contact list on the registration forms.

If you need to reach camp staff, the Gardens' direct line at (252) 473-3234 ex. 102 or ex. 101 if you cannot reach other extensions.

### What should my child bring to camp?

Camp activities can be messy. Please send your child to camp in clothing that is comfortable, durable, and you do not mind getting wet or dirty. We will have separate cubbies for your child to place their belongings in for the day.

For your child to fully enjoy their time with us and for safety we require each child have the following items:

- **Lunch.** You are responsible for providing lunch for your child each day of camp. TEG will provide two small snacks each day for full-day camps and one snack for half-day camps; however, we do not provide lunch. We have refrigeration at TEG, but no way to heat items.
- Reusable water bottle
- Sunscreen- You are responsible for supplying sunscreen appropriate for camper and applying the first layer of sunscreen on child before drop-off. Camp staff will take every measure to assist your child is reapplying sunscreen when necessary. For added protection we recommend your child bring a hat.
- Rain jacket- We play, rain or shine!
- Close-toed shoes with a back that are durable for walking, playing, and getting wet. Flip-flops or dress-shoes are not permitted at camp.
- Needed medications or supplies. Please indicate what items your child requires on the 'Medical Information Form'.
- Optional: Insect repellent
- Optional: We recommend that your child have a swimsuit, towel, or change of clothes with them at camp. Activities may be messy and wet.

### **What is not allowed at camp?**

- Unplugged camp day- Please leave electronics, gaming devices, cameras, toys, or other expensive items at home. If you choose to supply your child with a cell phone while at camp, the phone will remain in their pack/cubby during the day. TEG staff and volunteers are not liable for missing, stolen, or damaged property.
- We want every child to feel safe while at camp. The possession, use, or being in the presence of weapons, drugs, alcohol, tobacco, or related paraphernalia on TEG grounds by any camper, staff member, or volunteer is strictly prohibited. If any child is found in possession of these items, it will be confiscated, and parent/guardian will be contacted.
- Camp Discovery is a welcoming and inclusive space for all children. Verbal or physical intimidation, abuse, or bullying of any kind by campers, staff, or volunteers is not allowed or tolerated. TEG staff will respond immediately if these or any other behaviors are observed. Parents and/or Guardians must sign the 'Behavior Policy and Acknowledgement Form' before child can attend camp.
- Exceptions are made for sensory sensitive objects to keep your child comfortable throughout the day. We will do our best to provide a quiet, comfortable space when necessary to accommodate sensory needs; though, this is not guaranteed.

# The Elizabethan Gardens

## Camp Discovery Registration Packet

Registration packet and all corresponding forms must be filled out completely and received with final payment no later than 1-week prior to camp start date. Late registration forms and payment will not be accepted. Your child's reservation for camp will not be guaranteed until forms and final payment are received. No child will be permitted to attend camp without completed and received forms and payment.

Forms can be scanned and emailed to [programsmanager@elizabethangardens.org](mailto:programsmanager@elizabethangardens.org) or mailed to:

Camp Registration  
c/o Programs Manager  
1411 National Park Dr.  
Manteo, NC 27954

Dates of camp Attendance \_\_\_\_\_

Camper(s) Name \_\_\_\_\_ T-shirt size \_\_\_\_\_

Age(s) \_\_\_\_\_ Last Grade Attended \_\_\_\_\_

Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Relationship to camper(s) \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

Secondary Parent/Guardian Name \_\_\_\_\_

Relationship to camper(s) \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

Please list any special instructions (custody, primary contact, etc.) regarding communication about your child.

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Emergency Contacts

- 1. \_\_\_\_\_ Primary Phone \_\_\_\_\_
- 2. \_\_\_\_\_ Primary Phone \_\_\_\_\_
- 3. \_\_\_\_\_ Primary Phone \_\_\_\_\_

Child pick-up

Please list below the name and contact information of person(s) allowed to pick up your child. Your child will only be released to the designated person(s) listed below. Any person picking up your child must show proof of ID before child is released.

- 1. \_\_\_\_\_ Phone: \_\_\_\_\_
- 2. \_\_\_\_\_ Phone: \_\_\_\_\_
- 3. \_\_\_\_\_ Phone: \_\_\_\_\_
- 4. \_\_\_\_\_ Phone: \_\_\_\_\_
- 5. \_\_\_\_\_ Phone: \_\_\_\_\_



**Medical Information Form**

To provide a safe environment for all campers, Camp Discovery requires full disclosure of any significant medical or behavioral condition of your child prior to attending camp. All camp staff carry a basic first aid kit during camp activities and are CPR/First Aid certified. In the event of a medical emergency, we will call 911 and the primary phone number(s) under the emergency contacts.

Camper(s) Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Camper(s) Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Known Medical Conditions or Allergies (including medication, insect, food, or other allergies)

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List all current medications regardless if it is needed during camp time:

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Will your child require medication while attending camp? Yes/No. If yes, please list all medication(s), dosage, and directions for use. All medications required during camp must be placed in the original prescribed container, in a separate Ziploc bag with child's name and prescription inside bag.

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Will your child require an Epi-pen? \_\_\_\_\_ If yes, you must provide the epi-pen to be kept with your child during camp, a doctor's note, and current prescription.

Are there any activities that are restricted due to health reasons (please list):

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Please list any other information regarding your camper that you would like us to know:

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## **Behavior Policy**

To create a positive learning environment for all campers, we ask that campers, parents/guardians, staff, and volunteers follow the below Code of Conduct. These rules will be discussed with campers on the first day of camp.

- Take responsibility for your words and actions.
- Respect yourself, other campers, staff members, volunteers, and the environment including TEG property.
- Honesty and kindness are the foundation for all interactions and relationships.
- Follow directions given by Garden staff and volunteers.
- Seek help and communicate appropriately with others.

Camp Discovery advocates for positive guidance and discipline with an emphasis on prevention, redirection, and self-reflection. We encourage all campers to ask for help when necessary. We follow a very strict anti-bully policy and will not tolerate disrespect of staff, volunteers, or other campers. We want to give every child the opportunity to correct, learn, and reflect on their mistakes. In the event of unacceptable behavior, staff or volunteers will take the following steps:

1<sup>st</sup> strike- Staff or volunteer will give a verbal warning and redirect camper to more appropriate behavior. Camper will be reminded of Code of Conduct and be asked to reflect on why the behavior was incorrect.

2<sup>nd</sup> strike- If inappropriate behavior continues, staff or volunteer will remove child from activity (with adult supervision) and determine whether child should be removed from other camp activities. Camper will be asked to decide on action steps to correct behavior and be reminded of Code of Conduct and strike policy. Parent will be informed at end of camp day of incident.

3<sup>rd</sup> strike- At this point the child has continued to disrespect staff or other campers and can no longer remain at camp. We will remove the child from the group (with adult supervision) and parent will be contacted to pick-up child.

Camp fees are non-refundable if a camper is sent home due to disciplinary reasons. Physical violence or bullying towards another camper or staff person will result in immediate dismissal from the camp program.

## **Safety and Health Policy**

Our priority at The Elizabethan Gardens is to provide a safe and healthy space for your child to grow and learn. We support families, campers, and community and want the very best for your child. Our safety and health policy includes caring for your child's physical safety as well as their mental well-being during activities. Staff are trained in safety protocols, CPR/First Aid certified, and trained to identify moments of distress, like anxiety or homesickness. We take every precaution to make sure your child feels safe in our care.

On the first day of camp, we go through orientation and address safety rules with every camper. We discuss staying together as a group, what campers can do and what is off-limits, appropriate behavior,

staying hydrated, and being safe when participating in activities. With the physical nature of camp, we take regular breaks throughout the day and ensure each camper is hydrated and has sufficient sun protection. If, at any time, staff or volunteers feel that the safety of campers is in question, the activity will end immediately, and parents/guardians will be contacted if necessary.

If you have concerns or questions about safety, please let us know immediately. Additionally, you may contact us if you would like to visit the Gardens' education space or meet staff before deciding to send your child to camp. We welcome all feedback and communication regarding your child's camp experience.

### COVID-19

The Elizabethan Gardens (TEG) follows all CDC and State of North Carolina Department of Health and Human Services guidelines and policies regarding COVID-19. Information and practices regarding COVID-19 are constantly changing, and TEG will update this document and policies when necessary.

We take extra measures to ensure that spaces are cleaned appropriately after each use and that good hygiene is practiced throughout the day by staff, volunteers, and campers. Additionally, we purposefully keep camper attendance at 10 kids per day to ensure safe participation in a group setting. While we work hard to mitigate the risk of COVID-19 exposure, it is important to note that there is no way we can guarantee that COVID-19 will not be present.

We ask that you assess your child's health before arriving to camp. Campers with a temperature of 100.4°F or higher will not be permitted to attend camp. If your child(ren) feels ill in any way, we ask that your child remain at home until symptoms improve and they are fever free for 24 hours or more.

### *Camper Screening*

At drop-off each child will be screened for temperature. If a child has a temperature of 100.4°F or higher while attending camp, staff will contact parent/guardian immediately to pick up child. The child will be isolated (with staff supervision) from other campers until adult has picked up child.

### Activity Approval

There may be times during the camp week where activities may take place outside of the Elizabethan Gardens. These activities may include, but are not limited to, walking to Lost Colony National Park paths, beach, and sound side trips.

\_\_\_\_ I grant permission for my child to attend activities in offsite locations for camp. I will allow the Elizabethan Gardens to transport my child on field trips when scheduled.

### Photo Release

I understand that at any given time, The Elizabethan Gardens, Inc. or its affiliated partners take photographs for publicity purposes. Please check the box below if you consent to the use of you and/or your minor child's photograph for publicity purposes.

\_\_\_\_\_ I hereby grant permission to The Elizabethan Gardens, Inc. to use my and/or my minor child's photograph, videos, or other recordings on its affiliated website, social media, or in other publications

without further consideration. I acknowledge their right to crop or treat the photograph at its discretion. I also acknowledge that the organization may choose not to use my photo at this time but may do so at its own discretion later. I also understand that once mine or my child's image is posted on the website that the photo can be downloaded by any computer user. Therefore, I agree to indemnify and hold harmless from any claims the following:

- The Elizabethan Gardens, Inc.
- The Garden Club of North Carolina
- All Employees of The Elizabethan Gardens, Inc.

\_\_\_\_\_ No, I do not grant permission to The Elizabethan Gardens, Inc., or its partners to make or use photographs, videos, or other recordings of me and/or my minor child.

The Elizabethan Gardens reserves the right to discontinue use of the photo(s) without notice.

### **Waiver and Release of Liability**

In participating in physical activities, programs, and events at or with The Elizabethan Gardens, there are certain risks and dangers. Accidents and injuries are always a possibility, and it is impossible to foresee and protect campers from all conceivable dangers. The Elizabethan Gardens reserves the right to refuse admission or send a child home without refund at any time due to safety concerns, medical risks, or whose behavior is deemed inappropriate or harmful.

I understand that the Elizabethan Gardens will make every effort to keep my child safe and will contact me in the event of an emergency. Additionally, I understand the risks involved with participation during that the highly contagious COVID-19 pandemic and acknowledge that I am responsible for reviewing the Elizabethan Garden's health and safety protocols for Camp Discovery and ensuring that I and my child(ren) follow those protocols. I voluntarily assume the risk that my child(ren) may be exposed to or infected by COVID-19 while attending Camp. I give permission for staff at the Elizabethan Gardens to administer any medications needed. In the event of an emergency staff will call 911 and contact the primary number(s) on the emergency contacts list.

\_\_\_\_\_ I consent to medical treatment of my child(ren) in the event of a need and/or emergency and accept full responsibility for all costs associated with treatment.

\_\_\_\_\_ I decline medical care for my child(ren) including while onsite at the Elizabethan Gardens and offsite emergency care.

By signing below, I give permission for my child(ren) to participate in Camp Discovery at the Elizabethan Gardens and fully acknowledge the risks involved with my minor child's participation. Additionally, I agree and understand, on my own behalf and on behalf of my child(ren), to release and forever discharge the Elizabethan Gardens, its board, trustees, officers, employees, agents, insurers and contractors from any and all legal or financial responsibility for any personal injury, disability, illness, damage, medical expense or death, arising from or related to my child(ren)'s participation in Camp Discovery. I agree, for myself and my child(ren), not to make any type of legal or equitable claim on the Elizabethan Gardens, or any of

its trustees, officers, employees, agents, insurers or contractors with respect to any injury I or my child(ren) may suffer, whether or not it arises through the negligence, omission, default or other action of anyone affiliated with the Elizabethan Gardens, including other campers. I further agree that if any such claim is made, I will indemnify and defend the Elizabethan Gardens with respect to any such claim, injury, or damage. I attest that all the information in the Registration Packet and Medical Information Form is correct to the best of my knowledge.

Name of Camper(s) \_\_\_\_\_

Signature of Legal

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**TEG Staff Only:**

Forms Received Date \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Final Payment Amount \_\_\_\_\_ Date Received \_\_\_\_\_