

# CAMP COMO FORMS CHECK LIST



Como Park Zoo and Conservatory staff are looking forward to another exciting summer at Camp Como! Please review, complete, and return the attached forms **at least one week BEFORE your child starts camp**. These forms will provide us with the most up-to-date information on your child.

- Emergency Contact & Approved Pick-Up Form (REQUIRED)** – See below as well as the attached form for details.
- Medical Authorization Form (REQUIRED)** – This City of Saint Paul Parks and Recreation form must be filled out in its entirety.
- Supervised Lunch Form (REQUIRED for full-day campers)** – Full-day campers must bring their own lunch or choose from a selection of bag lunches available for a fee. See form for details.
- Camper Information Form (OPTIONAL)** – Share information that will help Camp Como provide a positive and rewarding experience for your child.
- Extended Care Form (OPTIONAL)** - Morning and afternoon Extended Care is available. See form for details.
- Credit Card Form (OPTIONAL)** – If you are purchasing lunches or signing up for extended care you may use the attached credit card form. You may also make these payments over the phone or with cash or check.

## CAMP COMO THINGS TO KNOW!

### Drop-Off and Pick-Up:

- Drop-Off Times - Campers should be dropped-off between **8:45-9:00am** or **12:45-1:00pm**. We cannot guarantee that camp staff will be at the site before or after these times.
- Pick-Up Times - Campers should be picked-up between **12:00-12:15pm** or **4:00-4:15pm**. We cannot guarantee that camp staff will be at the site before or after these times. A \$10.00 extended care fee will apply if your child is picked-up late.
- Location - A designated site is provided for drop-off and pick-up. **There is no need to park in the parking lots**. There is also a bike rack near the site. Refer to the **enclosed map** for the location and watch for posted signs.
- Procedure - Adults will drop-off campers at a designated Check-In station each day before joining the Camp Instructor. **Adults picking-up campers will be required to show an ID and be on the Approved Pick-Up List**. See Emergency Contact & Approved Pick-Up form for more details or contact Camp Como.

### What to Bring:

- **Camp shirts must be worn each day**. Shirts serve as camper name tags and enable instructors to keep campers together during busy summer days. **Campers will receive their complimentary camp shirt on the first day of camp**. Additional shirts will be available for purchase during camp for \$10 per shirt.
- Appropriate clothing for the weather and hands-on (sometimes messy) activities
- Closed-toe shoes for active play and behind-the-scenes experiences
- Backpack with:
  - Reusable water bottle
  - Sunscreen (apply first round at home each day; let us know if your camper cannot self-apply)
  - Lunch (full-day campers only)
  - Room for taking projects home
- *Please label all belongings! Camp Como is not responsible for lost items.*
- *Snack is provided by Camp Como. Please do not send snacks from home, unless it has been arranged with the Camp Director.*

### Contact Information:

- General Camp Inquiries – Call 651-487-8272 (Reservations) or email us at [campcomo@ci.stpaul.mn.us](mailto:campcomo@ci.stpaul.mn.us)
- Emergencies or Concerns During Camp -
  - Call 651-487-8272 (Reservations) or 651-724-4831 (Reservations Cell Phone) before 10am
  - Call 651-487-8201 (Visitor Services Desk) during business hours (10am-6pm)

We look forward to seeing you and your child this summer!

~ **Camp Como Staff**

# Summer Camp 2018 At-A-Glance

<b>Week 1: June 11-15</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>
9:00am-12:00pm	Monkeying Around	Polar Expedition	Intro to Animal Care
1:00pm-4:00pm	Fantastic Flyers	Animal Olympics	Mammal Madness
<b>Week 2: June 18-22</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>	<b>7th-8th Grade</b>
9:00am-12:00pm	Scaly and Slimy	Primate Explorers	B-T-S (ABC)
1:00pm-4:00pm	African Adventure	Exhibit Design	Water Worlds
<b>Week 3: June 25-29</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>
9:00am-12:00pm	Animal Engineers	Big Cats	Intro to Animal Care
1:00pm-4:00pm	Bugmania	Wild Things	Mammal Madness
<b>Week 4: July 2, 3, 5, 6*</b>	<b>Pre-K</b>	<b>1st-2nd Grade</b>	
9:00am-12:00pm	Zoo Babies	Monkeying Around	
1:00pm-4:00pm	Splish Splash	Fantastic Flyers	
<b>Week 5: July 9-13</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>7th-8th Grade</b>
9:00am-12:00pm	Dinosaur Times	Big Cats	B-T-S (A-Z)
1:00pm-4:00pm	Animal Engineers	Wild Things	Camp Conservation
<b>Week 6: July 16-18 **</b>	<b>Pre-K</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>
9:00am-12:00pm	Zoo Babies	Monkeying Around	Polar Expedition
1:00pm-4:00pm	Animal Senses	Fantastic Flyers	African Adventure
<b>Week 7: July 23-27</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>
9:00am-12:00pm	Bugmania	Scaly and Slimy	Primate Explorers
1:00pm-4:00pm	Dinosaur Times	Wild Things	Exhibit Design
<b>Week 8: July 30-August 3</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>7th-8th Grade</b>
9:00am-12:00pm	Animal Engineers	Big Cats	B-T-S (A-Z)
1:00pm-4:00pm	Bugmania	Animal Olympics	Water Worlds
<b>Week 9: August 6-10</b>	<b>Pre-K</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>
9:00am-12:00pm	Splish Splash	Polar Expedition	Intro to Animal Care
1:00pm-4:00pm	Animal Senses	African Adventure	Mammal Madness
<b>Week 10: August 13-17</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	<b>5th-6th Grade</b>
9:00am-12:00pm	Animal Engineers	Animal Olympics	Primate Explorers
1:00pm-4:00pm	Fantastic Flyers	Scaly and Slimy	Exhibit Design
<b>Week 11: August 20-24</b>	<b>Pre-K</b>	<b>3rd-4th Grade</b>	<b>7th-8th Grade</b>
9:00am-12:00pm	Zoo Babies	Big Cats	B-T-S (ABC)
1:00pm-4:00pm	Splish Splash	Wild Things	Camp Conservation
<b>Week 12: August 27-31</b>	<b>1st-2nd Grade</b>	<b>3rd-4th Grade</b>	
9:00am-12:00pm	Monkeying Around	Polar Expedition	
1:00pm-4:00pm	Dinosaur Times	African Adventure	

## CAMP COMO EMERGENCY CONTACT & APPROVED PICK-UP FORM

**This form is REQUIRED**

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Primary Parent/Guardian \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

**Emergency Contacts** – Please list two emergency contacts in addition to the primary parent/guardian listed above.

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

**Approved Pick-Up List** – Please list any additional adults you would like on your child's approved pick-up list. All adults listed above will be automatically added to the list.

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

**\* Adults picking-up campers will be required to show an ID and be on the approved pick-up list. Please notify everyone on your child's list of the ID requirement.**

**\*\* You may update your child's list at any time by emailing: [campcomo@ci.stpaul.mn.us](mailto:campcomo@ci.stpaul.mn.us).**

### **Camp(s) Attending:**

Week: \_\_\_\_\_ AM PM ALL DAY (please circle one)

Week: \_\_\_\_\_ AM PM ALL DAY (please circle one)

Week: \_\_\_\_\_ AM PM ALL DAY (please circle one)

# Camp Como Medical Authorization Form

**This form is REQUIRED**



The following authorization form must be completed by Parents/Guardians for all short-term programs offered by the St. Paul Division of Parks and Recreation.

**All Parents/Guardians must complete Section A and Section B and sign the bottom of the form. Section C must be completed if medication may be administered during Camp Como.**

## Section A

Name of Participant \_\_\_\_\_ Birth date \_\_\_\_\_

Name of Physician/Clinic \_\_\_\_\_

Clinic Address \_\_\_\_\_ Clinic Phone \_\_\_\_\_

## Section B

Does your child have any allergies or medical conditions we should be aware of?  YES  NO If yes, please explain.

\_\_\_\_\_

(If needed, you may share more information on the Camper Information Form found in the camp paperwork packet)

I have read the information in Section C and my child does not require any medication be administered during Camp Como. **(Please sign and date at bottom).**

## Section C

**Please list ALL medications (including over-the-counter or nonprescription drugs) that may be taken during camp. If a child cannot administer her/his own medication, then a physician's authorization is required for us to be able to administer it for her/him (including over-the-counter medications like Ibuprofen). After completing the chart below, please sign and date at the bottom.**

Medical Condition	Medication	Strength	Dose	Time	Route*	Possible Side Effects

\*Route = Oral, topical, or inhaled

Other Considerations/Directions:

\_\_\_\_\_

**Note:** Medication is to be supplied in the original/prescription bottle. Non-prescription/Over-the-Counter Medication must be sent in the original container which has an identifiable label.

## Parent/Guardian Authorization

- I request that the above medications(s) be given during program hours as ordered by the participant's physician/licensed prescriber.
- I release St. Paul Parks and Recreation personnel from liability in the event adverse reactions result from the above-named participant taking their medication(s).
- I give permission for the Program Coordinator to consult with the above named physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s).
- I give permission for the medication(s) to be given by the staff designated by St. Paul Parks and Recreation for medication and health related concerns during the length of this program.
- I will notify St. Paul Park and Recreation staff of any change in the medication(s), (ex: dosage change, medication is discontinued, etc.)

\_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Relation to Participant

## CAMP COMO SUPERVISED LUNCH

This form is **REQUIRED** for **FULL-DAY CAMPERS** only

Child's Name: \_\_\_\_\_

### LUNCH OPTIONS

My child will bring a lunch from home each day.\*

*\* Camp Como is working to become a nut allergy sensitive space. Please consider packing nut-free lunches for your child.*

I would like to order a Bag Lunch for my child on the day(s) indicated below.

**Please indicate sandwich option by initials:** (if there are no initials listed, child will receive Jelly)

Week: \_\_\_\_\_ - Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_

Week: \_\_\_\_\_ - Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_

Week: \_\_\_\_\_ - Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_

**Sandwich Options:**

J = Jelly Sandwich on white bread

HC = Ham and Cheese Sandwich on white bread

TC = Turkey and Cheese Sandwich on white bread

**Bag lunches also include:**

goldfish crackers, mandarin oranges, and milk

**All bag lunches must be pre-ordered and paid in advance.  
No orders will be taken on the day of camp.**

Payments can be made via cash, check (made out to Como Education), or by using the included credit card form.

**Total # of lunches: \_\_\_\_\_ X \$9.00 per lunch = \_\_\_\_\_**

## CAMPER INFORMATION (Optional)



We are so excited to have your child at camp this summer! Please help us provide the best experience possible by telling us more about your child.

**The following information will be treated confidentially.**

If you prefer, you may also call 651-487-8272 or email [campcomo@ci.stpaul.mn.us](mailto:campcomo@ci.stpaul.mn.us).

- 1) **Is there anything you would like us to know so we can help your child be successful at camp?** *Examples may include a recent change in the family, ADHD, ASD, or health issues not listed on the medical authorization form.*

- 2) **What insights or strategies do you have that will help our camp instructors build a positive relationship with your child?** *Examples may include that your child is shy and takes a while to warm up or that your child responds best to redirection when upset.*

- 3) **What have we forgotten to ask? Please share anything else you would like us to know.** *For example, that this is your child's first camp experience.*

**Thank you!**



## EXTENDED CARE FORM (Optional)

Extended care is available prior to the start of morning camp, **8:00-9:00 am**, and at the end of afternoon camp, **4:00-5:00 pm**. Mid-day extended care is not available for half-day campers. There will be no drop in and we must have a 24 hour Notice if you would like your child to be added in extended care.

Child's Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

### MORNING EXTENDED CARE DROP OFF TIME - 8:00 AM

\* Please be prompt when dropping off extended care campers; we cannot guarantee that staff will be at the Camp Drop-Off Location before or after the above noted time.

I would like to drop off my child at the specific time indicated above for AM Extended Care. **The cost is \$10.00 per 1-hour AM session.** Please indicate week(s) and day(s) below.

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

### AFTERNOON EXTENDED CARE PICK UP TIME - 5:00 PM

\* Campers may not be at the Camp Pick-Up Location before 5:00 pm as they are participating in activities throughout the zoo and conservatory.

\* Please be on time. A \$10.00 late fee will apply if campers are picked up after 5:00 pm.

I would like to pick up my child at the specific time indicated above for PM Extended Care. **The cost is \$10.00 per 1-hour PM session.** Please indicate week(s) and day(s) below.

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

Week: \_\_\_\_\_ Circle as needed: Monday Tuesday Wednesday Thursday Friday

**Payment:** Payments can be made via cash, check (made out to Como Education), or by using the included credit card form.

**Total # of sessions:** \_\_\_\_\_ **X \$10 per session =** \_\_\_\_\_

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# Como Park Zoo and Conservatory

CITY OF SAINT PAUL DIVISION OF PARKS AND RECREATION

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## Lunch and Extended Care Payments Only

Please complete for credit card payment.

Amount to be charged to card: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Please charge my:

VISA    MasterCard    Discover    American Express

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Exp date: \_\_\_\_ / \_\_\_\_

Security code: \_\_\_\_\_

You may return this form via email to [campcomo@ci.stpaul.mn.us](mailto:campcomo@ci.stpaul.mn.us)  
or fax to 651-487-8278.

If you prefer to make your credit card payment by phone, call 651-487-8272.





## **Camp Como Behavior Policy**

### **BEHAVIOR GUIDANCE**

We strive to create an environment that is developmentally appropriate and engaging for every child. Our general practice is to encourage and reward positive behavior. However, in order to minimize disruptive or unacceptable behavior, staff may also use a variety of techniques such as preventative measures, redirection, verbal intervention, and breaks away from camp activities. We make every attempt to work with children and teach appropriate behavior. A camper may be dismissed from camp as a last resort.

### **GENERAL BEHAVIOR RULES**

- Be Kind - keep hands, feet, and objects to yourself
- Be Respectful - to staff, others, yourself, and your environment
- Be Safe - stay with a Como staff member

### **UNACCEPTABLE BEHAVIOR**

- Refusing to follow our behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging personal or camp property
- Refusal to participate in activities or cooperate with staff
- Disrupting the program
- Leaving the program without permission
- Endangering the health and safety of yourself, other children, zoo animals, and/or staff
- Physical violence or bullying/teasing toward another camper or staff

### **WHEN CAMP BEHAVIOR RULES ARE BROKEN**

1. Staff will redirect the child to more appropriate behavior.
2. If inappropriate behavior continues, the child will be reminded of behavior guidelines and camp rules and will be asked to participate in determining action steps to correct his/her behavior.
3. Staff will document the situation, the inappropriate behavior, and action taken.
4. Parents will be notified (either by phone or at pick-up) of any situation in which action was taken. Guidance from parents is welcomed and a behavior plan may be developed.
5. If the situation is not resolved and the unacceptable behavior continues the child may be dismissed from camp.