



**PARENT HANDBOOK
SUMMER CAMP
2016**

www.citykidsdc.org

WELCOME!

We hope City Kids is a positive experience for you and your child. City Kids is a nonprofit organization whose mission is to broaden horizons, build resiliency and cultivate skills for success through outdoor adventure. Your child's years at City Kids will be full of adventure, fun, and many challenges. City Kids staff will be there to support your child and answer any of your questions. There are two parts to the program, school year programming and summer camp. Detailed information about the summer program can be found in this handbook. If you have any questions please feel free to contact us at anytime.

Years at City Kids

City Kids is a multi-year program for your child. Once they have been accepted, students may participate through their graduation from high school. The program includes 4 years of summer camp and school year trips as a camper, and two or more years of summer camp as a paid JET (job experience trainee) for those who apply and are accepted to the JET program. Each year brings new adventures and new challenges, as well as a new name. Below are the levels through which your child will progress.

- Year 1:** Rangers
- Year 2:** Mountaineers
- Year 3:** Elite Team
- Year 4:** Leadership Team
- Year 6&7:** JETs
- Years 8+:** Alumni

CONTACT INFORMATION

City Kids has two locations, our office in DC and our camp in Wyoming. You can reach us all year long in DC and during the summer months in Wyoming. *If your camper is in Wyoming, or you are attempting to contact us in June-August, please call the Wyoming number.*

Washington, DC

City Kids Wilderness Project
2437 15th St NW
Washington, DC 20009
Office: 202-525-4930
Fax: 1-888-317-8831

Jackson, Wyoming

Broken Arrow Ranch
13055 So. US Hwy. 191
Jackson, WY 83001
Office: 307-739-0859
Fax: 1-888-317-8831

OUR STAFF

Depending on what year your child is in City Kids, your primary staff contact will change. You should expect to have one full-time primary contact at City Kids and to be contacted by part-time office or program staff.

Primary Contact for Rangers, Mountaineers, Elite (Year 1-3)

Callie Sadler, Program Director, Middle School Programs
callie@citykidsdc.org

Primary Contact for Leadership, JET, Alumni (Year 4-7)

Carra Cheslin, Program Director, High School & Alumni Programs
c 202.302.2582, carra@citykidsdc.org

Fulltime Staff:

Eloise Russo, Executive Director: eloise@citykidsdc.org

Ryan Sarafolean, Director of Programs & Operations: ryan@citykidsdc.org

Colleen McHugh, Camp Director: colleen@citykidsdc.org

Matt Boyer, Director of Development: mattison@citykidsdc.org

Always feel free to call the City Kids office and a staff member will direct you to the right person!

Additional information can be found on the City Kids website: www.citykidsdc.org.

PARENTAL INVOLVEMENT

City Kids encourages parental involvement in their child's City Kid's experience. Minimally, parents are expected to be responsible for turning in paperwork on time, communicating their child's participation and schedule, and communicating any medical concerns or logistical issues.

Our goal is work with your child to encourage them to grow into resourceful, successful young people. We strongly encourage parents to stay involved and updated on their child's participation and progress in the program. We are excited to help your child develop and grow in the ways you hope to see. Please communicate with City Kids staff about ways we can help your child during their time with us, including sharing information on behavioral issues, individual learning needs, and relevant family information that may affect a camper's participation.

REQUIREMENTS TO PARTICPATE

Once accepted into the City Program, your child is will remain enrolled in the program and have access to City Kids programs and support through graduation from high school. We are committed to your child throughout their middle school and high school journey. The following is required of all campers:

Camper Behavior

We hope that City Kids is the right choice for each child. However, if a student's behavior is disruptive to the group or if the child is unable to participate in a positive manner, we may decide to dismiss the child from our program. If they are attending summer camp, we will send the child home early. Please encourage your child to behave respectfully while with City Kids and we will keep you informed of any serious problems. Our staff is experienced in working with youth, and we always do everything possible to keep campers involved and happy.

Medical Forms & Background

Students will not be allowed to come to summer camp or to participate in our other programs without a complete health history form. If you need help completing the form or visiting the doctor, please contact us, or your organization's director. Be sure to sign the form and to list all the important phone numbers so we can keep in touch with you.

Insurance Review – Please Call Your Insurance Company

If your child needs to be evaluated by a doctor or at the hospital while in Wyoming, medical insurance is required. Some insurance providers will not cover doctor or hospital visits outside of their network. Please confirm with your insurance provider what costs will be covered while your child is in Wyoming. City Kids will communicate with all parents if their child is being taken to a doctor or hospital. Please call your insurance company to verify that your child will be covered while out of Washington, DC. If your insurance company will not cover them, purchasing temporary travel medical insurance is an option while your child is in Wyoming.

Insurance Considerations

- Parent/Youth medical insurance will be primary for injuries or sickness sustained while at camp
- Every parent: Call medical provider to find out if insurance covers out-of-state services
- If necessary, ask what can be done to extend coverage for camp dates
- For Example: AmeriHealth only covers out-of-state emergency treatment in emergency rooms
- Temporary coverage can be purchased directly from Travel Guard (www.travelguard.com)
- Send kids to camp as healthy as possible, and seek necessary treatment here in DC before they arrive!

Non-discrimination policy

The City Kids Wilderness Project admits students of any race, color, national and ethnic origin, and sexual orientation to all rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national, ethnic origin, or sexual orientation in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

SUMMER CAMP

Each summer your child will attend summer camp in Jackson, Wyoming on the beautiful Broken Arrow Ranch. At summer camp you child will participate in exciting outdoor adventures and explore the wilderness around them. Detailed information for the summer can be found in the back of the parent handbook.

2016 Wyoming Summer Dates

Session 1: Rangers & Mountaineers Girls: June 21 - July 6

Session 2: Rangers & Mountaineers Boys: July 10 – July 25

Session 3: Elite & Leadership: July 30 – August 17

Frequently Asked Questions

What will my child be doing at camp?

Every year looks different at City Kids. Campers spend some time on the City Kids ranch participating in fun activities like swimming, horseback riding, and outdoor living skills class. Other days they travel to national parks to hike, canoe, and camp. Please check out the schedule for your camper's camper session to see what they are doing each day! Parents are always welcome to call the office to check on their camper!

What if my child gets homesick?

Homesickness is not usually a problem after the 1st year of camp. We'll be sure to keep them busy and happy! Please contact us if you need to share any upsetting information with your child just before or during camp. It's best if we can help a child deal with emotional news. Here are some helpful hints for encouraging new campers during their time with us:

- If you keep a positive attitude, your child will have an easier time.
- Encourage your child by talking about the fun and adventure of camp.
- Write letters while your child is in Wyoming.

What clothes should I pack?

Most of our activities take place outdoors; therefore send clothing to protect your child from cold, wet weather. There is a packing list at the back of the handbook for summer camp. *Children should not bring their best or favorite clothing or shoes because items often get stained while participating in outdoor activities.*

City Kids is committed to providing experiences at no cost to participants or their families; if any special equipment or gear is required, City Kids will have it available for loan. We have a small supply of extra clothing (specialized for outdoor activities) to loan our students if they are unable to bring them, though please try to let us know if we can help supplement items.

What should I do with my child's medications?

Any prescription medication, or non-prescription medicine, or vitamins must be in their original container with proper labels. All medicines and vitamins must be held by the program staff to prevent misuse and help keep students on schedule. Students with asthma inhalers will be allowed to carry them. Be sure to pack all necessary medications for your child and dosage instructions for day and overnight trips. *If you are able to send back up's of important medications like inhalers or epi-pens, please do.*

Should I send money?

We provide all food, equipment, and activity fees for all of our events and trips. During summer camp, students are allowed to bring a reasonable amount of spending money. There will be only a few special times to shop for souvenirs. We suggest sending whatever amount you feel comfortable with- certainly no more than \$25 is necessary. The program staff will hold the student's money until shopping day. When flying to Wyoming, do not pack money or other valuables in the suitcase. Students should bring them in their carry-on luggage. Please encourage your child to spend wisely.

What if I want to contact my child while they are at camp?

Due to the number of campers, regular phone calls are not possible. Additionally, frequent calls home prevent campers from fully participating and overcoming homesickness. **Your child will call you ONE TIME in the middle of the camp session.** You are welcome to check in with staff on how your child is doing, staff members will provide an update cannot speak to your child. In the event of an emergency or concern, please call and you will be able to talk with your child. Please alert staff to emergencies at home so we can support your child.

Letters are a great way to encourage your child while at summer camp. We'll be sure that your child will write to you also.

Send mail to: [Camper's Name]
City Kids Wilderness Project
Broken Arrow Ranch
13055 South US Highway 191
Jackson, WY 83001

Packages: The US Post Office will NOT deliver packages or express mail directly to our ranch. It's faster to send packages by UPS or Federal Express. Use mailing address for packages too.

Can I send or mail food to my camper?

Being a City Kid includes being part of the camp community, trying new things, and having a healthy lifestyle. This includes at meal time! City Kids provides nutritious meals that meet students' dietary needs and medical requirements. All campers are expected to share in these meals as their primary source of nutrition and calories while on the ranch and during trips. Please do not send food with your campers! Here is some information on how City Kids will handle campers' food while in our care.

Food Brought From Home

If a camper brings food from home, perishable items will be donated to the City Kids kitchen and nonperishable items will be returned home with the camper at the end of the session.

Care Packages

Campers are welcome to receive care packages while at camp! Letters, notes, photographs or useful items for camp will be wonderful reminders of loved ones for campers away from home.

Please do not include food in your package. If you wish to send something edible to your child's entire cabin of 5 or 6 campers, you may call the Camp Director at (307)739-0859 for prior approval.

Traveling to and from Camp

Campers carrying their own money may choose to purchase certain snacks and meals at the airport and on the airplane when traveling to and from camp. *In order to stay hydrated and well-rested during their long journey, they may not purchase coffee, energy beverages or purchase or bring more than \$5-worth of candy.*

What if my child get hurt or sick at camp?

City Kids staff members are trained in emergency first aid and will manage any emergency situation to the level of their training. If your child needs to be evaluated by a doctor or at the hospital while in Wyoming, medical insurance is required. City Kids will communicate with all parents if their child is being taken to a doctor or hospital.

FLIGHT INFORMATION

Flights to Wyoming are expensive and require advance commitment from families. It is unacceptable to back out of a flight at the last minute or not show up at the airport. This prevents another camper's form being able to attend or is a significant cost to the organization. Please communicate any family emergencies that prevent your child from attending ASAP.

Getting to the airport

Parents generally drop off & pick up campers from the airport by car or metro. City Kids flies out of Reagan National Airport on the Yellow Line. If you are unable to pick up or drop off your camper at the airport, City Kids can help you arrange transportation. If you are late and miss the check-in period, your child will not be able to attend camp.

Supervision

All group flights are chaperoned by two staff members. These staff members will meet you at the curb or airline counter on the day of the flight. **City Kids will call you 2 days before the flight to provide the cellphone number of the staff member at the airport.** Returning students should be met by their family/ride at the appropriate airline arrival area. Children will not be allowed to wait alone at the curb. Please prepare your child to follow directions and behave appropriately on a public flight.

Luggage

The airline will only accept one piece of checked luggage per passenger. This bag must weigh less than 50 pounds. City Kids will pay for one bag weighing less than 50 lbs. Check the airline website for current fees for additional and over-weight bags. This expense will be the students' responsibility.

Students should have a small carry-on bag. Book bags or small day-packs work well. In their carry-on they should have a jacket or sweatshirt. It's often cold on the plane and cool when they arrive in Jackson. Please pack emergency medicines in their carry-on bag. Please make sure your child is

aware of current security procedures, and do not let them put liquids in the carry-on bag – this includes beverages, lotions, gels, toothpaste, etc. Airport security WILL make them throw it in the trash.

The flight will not include a meal; please pack a lunch for your child's carry-on, but DO NOT include any drinks or liquids, airport security will not let them through! City Kids will purchase one meal during the travel day for dinner.

PACKING LIST FOR CAMP

We will wash clothing at camp. Please put your child's name on all clothes before coming to camp. A permanent marker is a simple way to label everything. This helps prevent lost items.

- ✓ 4 Pairs of Shorts
- ✓ 6 T-shirts
- ✓ 3 Pairs of Pants
- ✓ 3 Long-sleeved Shirts
- ✓ 2 Warm Sweaters or Sweatshirts
- ✓ 1 Warm Jacket
- ✓ 1 Rain Jacket
- ✓ 1 Pair Long Underwear, top & bottom
- ✓ 6 Pairs of Socks
- ✓ 7 Pairs of Underwear
- ✓ 1 Baseball Cap (for sun)
- ✓ 1 Warm Hat (cold nights)
- ✓ 1 Pair Mittens or Gloves
- ✓ 1 Pairs of Shoes (sport shoes)
- ✓ 1 Pair of sandals
- ✓ 1 Bathing Suit
- ✓ 1 Bandannas
- ✓ 1 Toothbrush
- ✓ 1 Toothpaste
- ✓ 1 Sunscreen
- ✓ 1 Chapstick
- ✓ 1 Lotion
- ✓ 1 Hair Brush or Comb
- ✓ 1 Flashlight- ***City Kids does NOT have flashlights to loan*

Important: Bring all prescription & non-prescription medicines you will need at camp

Optional: \$10-25 spending money for souvenirs (*we don't encourage sending more than this as it is not needed while at camp*)
Books or journal
Playing cards or small games
Camera

What NOT to pack:

Phones, toys, games, personal music devices, video games, or other electronics. Campers may bring music devices and cell phones for use during the flights. All devices will be collected at camp

and returned for the trip home. Jewelry and anything valuable. Knives, matches, and other sharp or flammable objects: although a knife and fire starters seem like useful tools to bring on an outdoor adventure, we will provide them for campers to use under staff supervision.

Thank You!

Thank you for encouraging your child to be a part of City Kids Wilderness Project! We know there is a lot of information to consider and appreciate your cooperation with all the forms, packing, and travel arrangements. Please be assured that our staff is well trained and experienced as both educators and outdoor enthusiasts, and is dedicated to providing a safe, fun, and educational experience with every activity. We are looking forward to getting to know your child throughout their journey at City Kids, and remember, the more you encourage your City Kids camper, the better the experience he or she will have!