



## More Camp Information

- **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 in the order listed)
  - 651-487-8271 (Brigid Murphy - Education Coordinator)
  - 651-724-4831 (Camp Como Cell Phone)
  - 651-487-8272 (Reservations)
  - 651-487-8273 (Bekah Hanes – Education & Conservation Curator)
  - 651-487-8201 (Visitor Services Desk) during business hours (10 am-6 pm)

## Registration Deadlines and Cancellations

- Registration must be completed two weeks before the start of camp. If a camp has not met the participant minimum two weeks before it is scheduled to start, it will be canceled, and you will receive a full refund.

## Refund policy

- Cancellations made more than two weeks in advance before the camp start date will receive a full refund minus a \$25 processing fee. No refunds will be issued less than two weeks before the start of camp.
- Questions contact [comoeducation@ci.stpaul.mn.us](mailto:comoeducation@ci.stpaul.mn.us).

## What to Wear and Bring

- **Camp t-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 shirt on the first day of camp.**
- Appropriate clothing for the weather and hands-on (sometimes messy) activities.
- Closed-toe shoes for active play and behind-the-scenes experiences.
- Backpack or bag with:
  - Reusable water bottle
  - Sunscreen (apply first round at home each day; let us know if your camper cannot self-apply)
  - Two snacks
  - Lunch - if attending full-day camp
  - Room for taking projects home.
  - Please label all belongings! Camp Como is not responsible for lost items.
  - Any medications that need to be taken during camp.



## Drop-Off and Pick-Up

- Drop-Off
  - Campers should be dropped off between **9:00-9:30 am**. We cannot guarantee that camp staff will be at the site before or after these times.
  - **Location:** Drop-off and pick-up will be outside of the Marjorie McNeely Conservatory. Nason Place is a one-way road that leads to the site. **There is no need to park in the parking lots.** There is also a bike rack near the site. Refer to the **map** for the location and watch for posted signs.
- Pick-Up
  - Campers should be picked-up between **3:30-4:00 pm**. We cannot guarantee that camp staff will be at the site before or after these times.
  - Location will be in the same place as morning drop off, in front of the Conservatory.
  - **Adults picking up campers will be required to show an ID and be on the Approved Adult pick-up list.**

## Extended Care

*Parents/guardians can utilize extended care as much or as little as they'd like.*

**Half-Day PreK-Kindergarten Camp extended care:** \$35 for the week.

- Morning only
- 8:15 am to the start of camp at 9:30 am

**Full Day Camp extended care:** \$70 for the week.

- Morning: 8:15am-start of camp at 9:30 am
- Afternoon: 4:00 pm-4:45 pm

### Extended Care Drop-Off:

- Drop off your child between **8:15 am and 8:30 am**.
- **After 8:30 am**, if you have not yet arrived, we will assume you will not be using extended care that morning. Extended-care campers will be occupied from 8:30 am until the start of camp at 9:30 am.

### Extended Care Pick-Up:

- Pick up your child between **4:30 pm and 4:45 pm**.





## Snacks and Lunch

Campers are encouraged to bring peanut-free and nut-free snacks (and lunches if in full-day camp). Due to the high prevalence of food allergies, Como does NOT provide snacks for campers. Please avoid peanut butter, granola bars, or baked goods with peanuts, trail mix, or nut-based spreads. “Soy nut” butter and sunflower seed butter are great alternatives to peanut butter.

We cannot guarantee a peanut-free and nut-free environment at Como. Please disclose all participant food allergies during registration. To discuss concerns or potential accommodations, please contact [comoeducation@ci.stpaul.mn.us](mailto:comoeducation@ci.stpaul.mn.us).

### Half day PreK-Kindergarten camps

- Have campers come prepared with two snacks.

### Full day camps

- Have campers come prepared with a morning snack, afternoon snack, and lunch.
- Lunches must be bagged. No refrigeration or microwaves are available.
- Campers are not allowed to buy food at the café.

## Camp Health and Safety

### Health

Children should only attend camp if they can participate in activities with reasonable comfort. If your child is feeling unwell, we encourage you to keep your child at home.

### Saint Paul Parks and Rec Medication Policy

All medications, including prescription and over-the-counter medication, are required to have a signed medication authorization form filled out and signed by a parent or guardian.

### Safety

All adults picking up children from camp **must show a photo ID** and be on the **approved adult pick-up list**. Please make sure to list any additional adults (other than yourself) who will be picking your child up from camp when you register.



## **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, 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 the action taken.
4. Parents/guardians will be notified (either by phone or at pick-up) of any situation in which action was taken. Guidance from parents/guardians 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.

