

Old Westbury Gardens

Summer Session Participant General Information Sheet

Old Westbury Gardens Summer Sessions provide a rich learning environment and a fun, memorable on-site experience. Below is a guide to help you and your child have the best experience possible.

Drop-off and Pick-up:

Drop-off: On the morning of each summer session day, drop off will be designated at the Plant Shop. Please be prepared to show ID if necessary. Your child will then wait with the group and counselors until all participants have arrived to begin the day's activities.

Pick-Up Protection: You or a designated person is required to initial your child in and out with a staff member daily. For your child's safety, only the individual(s) designated on the Participant Emergency Information Form can pick up your child. Additionally, the person completing the Participant Emergency Information Form is the only one who can add or delete individuals with pick-up authority.

Late Pick Up: A charge of \$10 for the first 15 minutes and \$15 for each additional 15 minutes will be charged for participants not picked up by 1:00, payable on the following day upon arrival.

Staffing:

Professional Staff: Old Westbury Gardens' counselors and educators are college students or professionals currently working with children. All staff is required to attend an extensive pre-session training (including updated wellness protocol training) and submit to a criminal background check.

Participant to Staff Ratio: Old Westbury Gardens' Summer Session ratio is 1 educator per 5 participants.

Health:

Medication: Old Westbury Gardens will not provide any medication (except topical) that is not supplied by the caregiver. For non-prescription and prescription medicine, please complete a Medication Form. For any new medication, please administer at least one dose of a prescription medicine at home prior to the day's session to assure there are no adverse reactions on-site. All medicine must be sent in the original container; refrigeration is available.

Sickness: The health and wellness of both participants and staff will be monitored throughout the day's session. A child will be sent home if staff feels he/she cannot participate in the day's events or if he/she begins to feel unwell.

Tick Check: The staff will perform two tick checks per day; however it is also very important that caregivers check participants thoroughly after each day's session.

What to Pack:

Clothing: Participants will be all outdoors (weather permitting) and indoors when the weather is inclement. Outdoor locations include fields, woodlands, and at the ponds. Please send your child in sturdy boots or sneakers with socks. For safety reasons, open-toed shoes and flip flops are **NOT** permitted. Water shoes or old sneakers are appropriate for stream walks or sprinkler time.

Additional items: We suggest that participants wear a hat, sunscreen, and insect repellent. Pack a smock or old shirt as a cover-up for "messy" projects.

Inclement Weather: On days when rain is predicted, please prepare your participant for outdoor exploration. On these days, please pack an extra pair of clothes, a raincoat, and extra shoes (no

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umbrellas, please). We do not let children out during thunderstorms, and will have alternative indoor activities planned. Masks are not required, but are encouraged if indoor programming is necessary.

Labeling: All personal items need to be labeled including backpacks, water bottles, lunches, and clothes. *Old Westbury Gardens is not responsible for any lost/stolen personal items.*

Lost and Found: If, during the summer session, your participant loses anything, please check with a counselor first. Every effort is made to return lost items to the participant.

Electronics/ Toys: Please leave all electronics and other valuable games/ toys at home.

Food and Beverages:

Snacks: Pack healthy snacks for your child. Due to allergies and safety concerns, Old Westbury Gardens cannot provide snacks and juice and requires **NO NUT PRODUCTS** be included.

Water: Send full water bottles with your participant each day. Refills are available throughout the day.

Cancellation Policy:

Old Westbury Gardens reserves the right to cancel any summer session due to insufficient enrollment. If this occurs, you will be notified immediately and you will receive a full refund in advance of the start date or, if the session has already commenced, a pro-rated refund based on the number of days cancelled.

Refund Policy:

A full refund will be issued for cancellations made **before June 1**, less a \$10 administration fee. A full refund, less a \$50 administration fee, will be issued for cancellations made in writing at least 10 days prior to the start of the program. *No refunds will be issued for withdrawal or absence with less than 10 days notice.*

Behavioral Expectations:

Old Westbury Gardens is committed to providing a positive and healthy environment for each child. Our Summer Sessions are built around shared group activities and experiences. Please reinforce the need for appropriate behavior with your child. Significant behavioral problems have a detrimental effect on other participants. If behavioral problems persist despite the best efforts of our staff, the parent/guardian will be contacted and be asked to remove the child from the sessions. No refunds will be issued in such an event.

Photography Policy:

We occasionally take photos during camp activities on our property. If you prefer to opt out of having your or your child's image used for our organization's marketing purposes, please contact our Education Manager.

Questions?

If you have any questions, please contact Laura Erwin at education@oldwestburygardens.org or 516.333.0048 x338.