

Greater Des Moines Botanical Garden

Day Camp Information and Policies



Registration

Enroll your camper based on what grade they are currently enrolled in; prices are listed per child, per camp.

1. Visit <https://dmbotanicalgarden.com/day-camps/> to find the camp you want to enroll in and select “register.”
 - a. **Members:** Once you are redirected to our purchase page, be sure to sign in at the top of the page to apply your member discount!
 - i. Your login email address is the one associated with your membership. If you have not created an account with your email address, please click register. If you’ve forgotten your password, reset it to receive your discount.
2. Complete the required [Camp Participant Health and Consent Form](#). This will be provided to you electronically in your confirmation email.
 - a. Registration is not complete until we receive the Camp Participant Health and Consent Form regarding allergies, chronic illnesses, and medications. A physical is not required to attend camp.

Wait List Policy

If a camp is full, we will replace the registration link with the wait list form on our website. You must complete this form to be added to the wait list. If a spot becomes available, we will contact the first name on the list for that week of camp. If we are unable to reach that person within 24 hours, we will move on to the second name, and so on. You do not need to pay to be on the wait list.

Communication

Information will be communicated with you using the email address you provide during registration, so be sure to provide accurate information. You will receive an email receipt after you register for camp. A pre-camp information email will be sent approximately one week prior to camp. It is important that you read and review this email to prepare for camp. The Botanical Garden is not responsible for lack of notification if not provided with accurate contact details. You can reach the Botanical Garden education team by calling 515.323.6290 ext. 6 or emailing education@dmbotanicalgarden.com.

Cancellations

Cancellations must be emailed to education@dmbotanicalgarden.com. Cancellations more than five days prior to the start of camp will receive a full refund, minus a \$20 cancellation fee. Cancellations less than five days prior to the start of camp are non-refundable but can be transferred to another camp session based on availability. Refunds are not given for missed days. Camps cancelled by the Botanical Garden will be fully refunded.

Communicable Illness

To keep camp participants, volunteers, and staff healthy and safe, we ask that if your camper has active symptoms of communicable illness including, but not limited to: nausea, vomiting, fever, diarrhea, etc. that they not attend camp until 24 hours after symptoms elapse without medication. If your camper is diagnosed with a communicable illness, we ask that you notify our staff, and that the child remains at home for the remainder of the week unless a written doctor’s note recommending the ability to return is provided. The Botanical Garden reserves the right to assess and remove a child from camp should they exhibit any symptoms of communicable illness. Refunds are not given for missed days.

Drop Off/Pick Up

Drop off will be from 8:45-9 a.m. and pick up will be from 4-4:15 p.m. Please drop off and pick up your child on time each day. Doors will be locked prior to 8:45 a.m. We cannot assume responsibility for supervising children outside of camp program hours. If campers are not picked up by 4:15 pm, a \$10 fee is assessed for every 15 minutes that each camper remains. Only persons specified on the [Camper Participant Health & Consent Form](#) will be allowed to pick up your child from camp, and they will be asked to show a proper form of identification.

Lunch

Lunch is not included with camp registration. Campers should bring a water bottle, sack lunch, and snack. Please note: refrigeration is *not* provided.

Clothing

- **Recommendations:** Please dress your camper for the weather, we will go outside whenever possible. Layers or jackets are great for transitioning between our classroom and indoor/outdoor garden areas. Leggings or layers are encouraged to be worn under dresses or skirts. Closed toe shoes are strongly encouraged. We also recommend labelling your camper's belongings.
- **Items to avoid:** Flip flops or 'special' clothes - campers will be exploring, creating and playing and may get dirty.

Behavior Expectations: Please read and discuss these expectations with your camper:

Our team strives to create a fun, engaging, accessible camp environment for all campers, with safety as our top priority. Our small multi-age classroom style camps inspire youth to explore and learn about the natural world. Campers must be able to function in a group environment to be successful at camp.

- **Be Safe:**
Safety is our top priority! In order to keep campers safe, it is important to always stay together as a group, respect boundaries and avoid rough play with other campers. It is also crucial that campers dress for their day, including adequate footwear, comfortable clothing, and a face covering.
- **Be Kind:**
Campers are expected to be kind and respectful toward instructors, other campers, and the garden. This means demonstrating active listening when others are speaking, respecting the personal boundaries of others, and respecting the plants that are growing at the garden.
- **Be Responsible:**
Campers will be responsible for cleaning up after themselves and using Botanical Garden resources such as art supplies and gardening equipment responsibly.

Instructors strive to prevent disruptive and challenging behaviors through thoughtful use of our environment, a student-centered schedule, and engaging activities.

If disruptive behaviors arise that interferes with an instructor's ability to provide programming, we follow a **4 TRY policy**:

1. Camp instructors will attempt to resolve the issue calmly and compassionately with the camper. Guardians will be notified at pickup of this conversation and ask for tools to help improve the behavior.
2. If disruptive behavior continues, the Education Manager will speak with the camper and attempt to resolve the issue and a call to the guardian will be made to notify them of the continued concerns.
3. If disruptive behavior continues, the guardian will be called, and the camper will be asked to leave camp for the remainder of the day.
4. If disruptive behavior persists, we will ask that the camper be removed from the camp and not return for the remainder of the week.

As safety is our top priority, if a camper's behavior endangers themselves, other camp participants, volunteers, or staff, the camper be removed from camp immediately without following the 4 Try Policy.

We reserve the right to terminate registrations. Refunds will not be given for behavior-related withdrawals.