

**2025 Summer Day Camp  
Nature Explorers**

**Parent/Guardian  
Handbook  
Policies and Procedures**

**Main Camp Phone Number – 612-405-2278\***

\*Note: this phone number is only monitored during camp weeks.

**Jenny Hengel – Environmental Educator/Camp Coordinator**

320-363-3166

[Jhengel001@csbsju.edu](mailto:Jhengel001@csbsju.edu)

**John Geissler – Director of Outdoor U**

320-363-3126

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**Life Safety Services – 320-363-2144**

**Saint John's Outdoor University**

Saint John's University

2945 Abbey Plaza

PO Box 3000

Collegeville, MN 56321

**Summer Camp Room Location: 150 New Science Center**

**Outdoor U Main Office: 204 Peter Engel Science Center**

## **Registration Information**

### **Registration and Costs**

Registration is on a first-come, first-served basis. The deadline for registration, all required forms, and full payment is 7 days before the start of camp.

7-11 year-old camps: Full cost of camp is \$160 for children or grandchildren of Outdoor U members, or \$200 for non-members.

12-14 year-old camps: Full cost of camp is \$120 for children or grandchildren of Outdoor U members, or \$150 for non-members.

All Camps: After the first child is registered at full price, a \$20 sibling discount will be available for each additional sibling (both members and non-members). This discount only applies to individual camp weeks that siblings are attending together.

Early and late care is available. Times are listed below under the “Camp Drop Off and Pick Up Times” section. Costs will be \$20 per week for morning, \$35 per week for afternoon, or \$55 per week for morning and afternoon. This is due after the camp week via invoice.

Full payment is due upon registration, which includes a \$25 non-refundable fee. No pro-rated daily rates are available. No refunds for missed days of camp.

Outdoor U reserves the right to cancel a camp session if there is insufficient enrollment. If a session is cancelled, all fees will be fully refunded, minus the \$25 non-refundable fee.

### **Scholarships**

There are scholarships available at a first-come, first-served basis. Limited spots available for each camp session. Please contact Jenny Hengel at [jhengel001@csbsju.edu](mailto:jhengel001@csbsju.edu) prior to registering if you are in need.

### **Cancellation Policy**

Cancellation 8 or more days before camp week: Refund minus \$25 non-refundable fee

Cancellation 1-7 days prior: Refund on a case-by-case basis

### **Required Forms and Insurance**

After registering and paying online, parents/guardians are required to submit online the following forms (emailed out after registration is received/confirmed):

- Release Form
- Health and Safety Form
- Medication Form
- Early or Late Care Form
- Behavior Agreement Form

Your child will not be able to attend camp if we do not receive these forms.

\*SJU requires all campers to carry health insurance. Evidence of insurance will be required to complete registration.

## **General Information for Camp Weeks**

### **General Schedule**

We have different activities planned for each day, but we have established a general schedule for campers to be comfortable and know a little of what to expect. Below is the general schedule for each camp day:

8:20am-8:30am – Check In/Drop Off and Quiet Activities

8:30am-12:00pm – Morning Activities and Morning Snack (provided by Outdoor U)

12:00pm-1:00pm – Lunch and Nature Play

1:00pm-3:00pm – Afternoon Activities

3:00pm-3:30pm – Afternoon Snack and Wind Down Time

3:30pm-3:40pm – Check Out/Pick Up and Quiet Activities

### **Camp Drop Off and Pick Up Times**

Camp Drop Off and Pick Up will be in New Science Center, in the hallway outside of room 150.

Drop off is from 8:20-8:30 am. We expect campers to be dropped off by 8:30 am.

Pick up is from 3:30-3:40 pm. We expect campers to be picked up by 3:40 pm (unless using late care, in which case see below).

Early care is from 8:00-8:30, and Late Care is from 3:30-5:00. Early and/or Late Care will be charged for the whole week. Please see above in “Registration and Costs” for care costs.

If you arrive early or late for drop off or pick up, respectively, and have not informed camp staff by the first day of the camp week, you will be charged \$5 for every 10 minutes you are early or late.

### **Check In and Check Out**

Check in will occur in the hallway outside of New Science Center 150. Park in Science Lot #1. Please enter through the front entrance to the New Science Center. Follow the signs to the room. Check out will be in the hallway outside of New Science Center 150. Park in Science Lot #1. Please enter through front entrance to the New Science Center. There will be a daily Check In and Check Out form for you to sign.

We care about the welfare of your child. As such, we will check ID's to make sure campers are going home with authorized adults. Please have a driver's license ready at Pick Up. If an unauthorized adult is picking up a child, we will call the emergency contact number given by an authorized adult to confirm. If we cannot confirm, the child will not go home with the unauthorized individual. Make sure you have all adults that will be picking up your child on the authorized pick up list.

## **Absences**

Please inform the Nature Explorers Camp staff if your child will be unable to attend a day of camp. Our camp staff wait to leave the building until all campers have arrived. Please make sure the camp staff know about any absences by 8:30 am. You may call the Main Camp Phone number or email Jenny Hengel, the Camp Coordinator.

## **Staffing**

Camps are staffed by full time Outdoor U professional education staff and assisted by college student employees. All camps will maintain at least a 1:10 ratio of staff to campers. Campers requiring supervision beyond this ratio may need to provide a personal aide at their own expense.

## **What to Bring**

- **Lunch with afternoon snack** in insulated carrier if sending perishables (morning snack will be provided; campers are still welcome to bring their own morning snack). Campers do not have access to a microwave or refrigerator.
- **Water bottle** – highly recommend reusable bottle
- **Sunscreen** – we recommend you write child's name on bottom of bottle/can
- **Bug spray** – we recommend you write child's name on bottom of bottle/can
- **Close-toed shoes**
- **Complete change of clothes**
- Hat to protect from the sun
- Drawstring backpack
- Jacket/sweatshirt – weather dependent and helps keep the bugs off
- **Please label each item with your child's name**

## **What to Leave at Home**

- Valuables
- Electronic Devices (including smart phones and watches)
- Toys
- Multitools, pocketknives, or weapons

## **Health**

### **Sunscreen and Bug Spray at Camp**

It is important to us that your child is well prepared and protected for being outside all day. Please make sure your child has sunscreen on before they arrive at camp and discuss the importance of sunscreen use with them.

Campers can also wear protective clothing such as a hat and light, loose fitting long sleeve shirts.

We will be in outdoor areas with the guarantee of encountering bugs. We suggest applying bug spray before camp and sending your child with a bug spray to reapply as needed during camp. Talk with your child about the proper way to use bug spray so as to not waste it.

We will have times to reapply sunscreen and bug spray throughout the camp day. If you would like staff to assist your child in reapplying bug spray and sunscreen, our staff prefers that you use spray-on sunscreen.

### **Illnesses**

Camps will abide by the most current recommendations for prevention of illnesses including COVID-19 as recommended by the Minnesota Department of Health and the current policies of CSB|SJU.

If your child exhibits symptoms of an illness while at camp, we will contact the parent/guardian to discuss next steps, which may include the child getting picked up from camp. Depending on symptoms, the ill child may be isolated from the other campers until parent/guardian arrives to pick them up.

If your child is exhibiting symptoms of an illness prior to camp, please keep them home for their comfort and the safety of other campers and staff members at camp, and notify camp that your child will not be attending.

### **Weather Preparedness**

Campers should come prepared to be outside. Camps will not be cancelled due to inclement weather, but activities will be adjusted for the safety of the campers.

**Rain** – Playing outdoors in the rain can be an amazing opportunity at camp. If there is no unsafe weather (such as lightning or strong winds), we will still go outside. Make sure that an extra change of clothes is packed on days that are forecasted to be wet, and pack an optional raincoat.

**Thunder/Lightning** – If there is thunder or lightning in the area, we will not go outside until it is safe to do so. We will do activities inside until it is safe to go outside again.

**Dangerous Storms** – If there are dangerous storms, we will not go outside and will monitor the situation. If needed, we will seek shelter in a storm-safe area until it is safe. If we are in the New Science Center, we will seek shelter in the basement of the attached Peter Engel Science Center.

**Heat** – Because our camp is in the summer, there is a risk of heat-related stresses and illnesses. Camp staff monitor the weather and will make sure we all stay cool through water-related games, staying indoors or in the shade, and drinking plenty of water.

## **Behavior Guide**

### **Zero Tolerance Policy**

Campers and camp staff are expected to be respectful to other campers, camp staff, guests, university staff and members of the Saint John's community. Saint John's has zero tolerance for harassment such as inappropriate language, gestures or behavior including bullying, inappropriate comments to or about others, or misconduct. Outdoor U retains the right to dismiss a camper without a refund for violating the zero tolerance policy. See the [Non-Discrimination Statement](#) for more information.

### **Behavior Expectations (this is also a required signed form for registration)**

#### **Staff Expectations:**

- Provide a safe, respectful, welcoming space for each individual camper to be comfortable, learn, and enjoy themselves to their unique abilities and personalities.
- Communicate regularly with the parent/guardian as to their child's experiences at camp.

#### **Camper Expectations:**

- Be respectful to other campers, camp staff, and others that may be on campus. Keep hands to yourself.
- Be respectful to the equipment and activity areas, avoiding damage of equipment, supplies, and facilities. Be respectful to others' property.
- Take direction from camp staff and stay with the group at all times under camp staff supervision.
- Avoid using verbal threats, disrespectful language, bullying, bullying-like behavior, or other harassing behavior.
- Refrain from any form of aggression, including lack of self-control with anger, blatant disrespect, absolute refusal of camp staff, or causing bodily harm to self, other participants, or camp staff.
- Neatly place belongings in designated areas when in camp areas and pick up activities before doing another activity.
- Be kind in words and actions – no put-downs, foul words, or suggestive language.
- Participate in planned activities to the best of your ability.
- Walk quietly and respectfully in the buildings. Run only when it is part of an activity or outside safely.

### **Behavior Management Policies**

Our goal for camp is to provide a safe and supportive environment for campers to take healthy risks, make good choices, improve teamwork skills, and have the opportunity to fix their mistakes. Camp staff are trained to redirect behavior in positive ways and anticipate difficulties before they start. If a camper does exhibit behaviors that are not appropriate for the setting and activity, redirection from camp staff will always be the first method attempted. If repeated attempts by camp staff to redirect behavior do not result in changed behavior and better choices, the following tiered procedure will be followed:

- **TALK IT OUT:** camper having difficulty will discuss the issue with camp staff. We will address what went wrong, what the camper can do to fix it, and how camp staff can support the camper.
- **SIT IT OUT:** if camper continues to have difficulty, they will sit out during the activity and not participate for an amount of time determined by camp staff. Camper will remain supervised and in the program area. After the designated amount of time, the camper and staff will again “talk it out” and the camper can return to the activities. Parent/guardian will be notified about behavior difficulty at pick up, and a written report may be given to parent/guardian and kept on file at camp.
- **CALL IT OUT:** If all attempts to change behavior do not result in the camper being able to participate in activities, camp staff will call the camper’s parent/guardian to discuss the issue. The parent/guardian and camp staff will determine from there what the next course of action will be, such as being picked up early from camp or a phone conversation between parent/guardian and camper.

For safety reasons, Outdoor U reserves the right to determine that the camp atmosphere does not cater to the camper’s behaviors, is outside of the staff’s training to handle, or there is potential of harm to self/others, and to withdraw the camper for the remainder of the camp session with no refunds.

**I, as the parent/guardian, read and understand the contents of this handbook and agree to follow them. I have reviewed the behavior guide section with my camper(s) so they understand camp expectations and consequences to inappropriate behavior.**

**You will be asked to acknowledge that you have read and understand this information upon registration and first check-in.**

## **Questions or Concerns**

Please contact Jenny Hengel, Outdoor U Environmental Educator/Camp Coordinator, at [jhengel001@csbsju.edu](mailto:jhengel001@csbsju.edu) or 320.363.3166, with any questions.