



## Seasonal Camps: Frequently Asked Questions

### **Why do I need to complete the photo release form?**

We love to show how much fun we have in our programs! We commonly feature photos from our programs on our blog and on the Phipps website to advertise upcoming programs and Science Education events. If you give us permission to use photos of your child, please complete and return the Photo Release for Minors form.

### **Why do I need to complete the health and safety form?**

This form contains important information regarding emergency contacts, allergies, medications, and adults to whom a student can be released. We plan details of each program using information from this form to ensure a safe and enjoyable program for every child, so please return this form as soon as possible. If any Health and Safety Information has changed since your child's last participation in an educational program, please complete a new form.

### **Who can complete the forms?**

**All forms must be completed and signed by a parent/legal guardian.** Unfortunately, forms signed by grandparents or other caregivers cannot be accepted for legal reasons.

### **How do I complete and return the forms?**

You may be able to sign the forms electronically if you have Adobe Reader. If not, please print, sign, and return the forms to [jtorrance@phipps.conservatory.org](mailto:jtorrance@phipps.conservatory.org). You can scan a copy of the form and return via email or attach an image of the completed forms.

### **When/how frequently do I have to complete these forms?**

**Educational Program forms will be considered current and kept on file from June 1 – May 31 of each year.** This means that a parent/legal guardian will need only to complete the form once during this time period. If, however, any of the information changes (address, phone, adults to whom a child can be released, new allergies or medications), please complete and return a new form with the most current and up-to-date information. If you have any questions regarding these changes, please do not hesitate to contact us.

### **Who should I contact if I have additional questions about the forms?**

Please contact **Heather Shannon** at [hshannon@phipps.conservatory.org](mailto:hshannon@phipps.conservatory.org) or by phone at **412-622-6915, ext. 3223**.

### **Where should I check-in?**

Check in for programs will be located in the Center for Sustainable Landscapes (CSL) classroom (directions

below). Parents/guardians must sign campers in and out every day of camp. Please park and walk with campers to the camp location where camp staff will show you how to sign in and out. Someone other than a parent/guardian may pick up a camper only if listed on the Health and Safety Form.

### Where is the CSL Classroom?

The CSL Classroom is located in the Center for Sustainable Landscapes. This facility is located behind the main Conservatory building, and has its own drop off location. The CSL is accessible via Frew Street Extension (located between the Schenley Park Bridge and Christopher Columbus statue). Follow this road past the greenhouses and around the bend to the CSL. The front entrance of the CSL is on the corner of the building next to the lagoon. The classroom is on the first floor, just to your left inside the door.

### Where should I park?

Parking is available on your left as you approach the CSL. Please make note of the number of the parking space in which you park, as you will need it to sign-in and register.

### Can or should I attend the program with my child?

Most of our programs are designed just for kids. However, if these types of programs are a new experience for your young child, please feel free to relax in the atrium of the CSL building for the duration of program.

**For our Little Sprouts programs**, we ask that one caregiver attend with the child to participate in program activities (1 adult may also attend with 2 siblings). Due to space limitations and program goals of instructor and youth interaction ***we can only accommodate one parent/caregiver per child.***

### Can I walk around the Conservatory while my child is in the program?

The program registration fee does not include admission for any adults except those attending a Parent-and-Child program (in which case 1 adult admission is included). If a parent wishes to stay and walk around the Conservatory while their child is in the program, we ask that they please check in at our admissions desk in the Welcome Center. If you plan to stay after the program, please move your car to the regular parking lot in front of the Conservatory.

### How should I dress my child?

Dress your child in comfortable, play clothes with closed-toe shoes. Open-toed and/or backless shoes are not permitted due to safety reasons. Your child may get dirty or wet, so please have them wear clothes that can get messy.

### What should I send with my child?

A water bottle is a must! We want to make sure that our campers stay hydrated. Sunscreen is a good idea. Please apply to your child at the beginning of camp. Campers may apply sunscreen to themselves. Staff may not apply sunscreen for campers.

### Will there be a snack?

We will provide a healthy snack at each day of camp. If your child has special dietary needs that the staff needs to be aware of, please alert the staff by noting it on the Health and Safety Form. If you are bringing food to leave at camp with a camper, please clearly label all containers with the camper's name.

**What is your policy on medications?**

Staff may not dispense medications, nor are campers allowed to self-medicate. If medication must be taken during camp time, please arrange for a parent or guardian to come and dispense medication.

**What is your policy on EpiPens?**

Children who must carry epinephrine are permitted to bring and use an EpiPen on themselves in the event of an emergency. Parents or guardians must attach a letter to the Health and Safety Form stating that the child has an EpiPen, where it is located, and that the child has permission to use it. If the use of an EpiPen is needed, parents will be notified immediately and emergency medical services will be contacted. Staff with first aid training are only permitted to administer EpiPen medication to campers if directed to do so by a 911 responder.