

# Capital Area Humane Society

## 2023 CAMP HANDBOOK

### INTRODUCTION

Welcome to the Capital Area Humane Society's 2023 Humane Education family!  
We are all very excited to have you visit us this year!

CAHS youth education programs enrich the community by focusing on humane education throughout a child's life.

Elementary curriculum explores a series of hands-on activity stations that reinforce concepts in veterinary care, pet costs, pet grooming, pet point of view, animal cruelty and animal careers. Middle and high school programs focus on pet overpopulation, animal cruelty, animal abuse and human violence, and careers directly or indirectly involving animals.

Included in this handbook is all of the information you will need to get you on your way to camp.

We looking forward to meeting you!

### EDUCATION CONTACT

Lexy Ritenburgh  
Community Relations Manager  
Lead Humane Educator

- Email: [education@AdoptLansing.org](mailto:education@AdoptLansing.org)
- Phone: (517) 626-6821 ext. 142



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### LOCATION

Camps are held at the Capital Area Humane Society, located at 7095 W. Grand River Avenue in Lansing. Since camp begins before the shelter opens to the public, the camp entrance will be different from the main entrance. Please enter through the Education Room door, located along the side of the building facing Grand River. See photo below.



### TIME

Camp begins at **9 a.m.** and ends at **4 p.m.**, Monday through Thursday. This does not include Junior Explorers Camp, which is 12-4 p.m. Doors will not open prior to the start of each camp day.

CAHS also offers extended care hours, with late pick-up at 4:30 p.m. daily. Please note that the activities during these times will be self-guided (i.e. coloring, etc.). We request that campers pre-register for extended care hours.

### DROP-OFF AND PICK-UP

To ensure the safety of our campers, children must be signed-out before they can be released. Children will not be released to anyone other than adults listed on their emergency cards.

Camp doors will open at 9 a.m. Campers should arrive at camp between 9 a.m. and 9:15 a.m. each day. Campers will be dismissed at 3:45 p.m. each day. Parents please arrive by 4 p.m. for pick-up. If campers are not picked up by 4 p.m., parents will be charged a late fee. Campers who are registered for after-care must be picked up by 4:30 p.m.

### DRESS CODE

Campers will be provided a camp t-shirt on the first day of camp. For safety and identification purposes, we ask that campers wear their camp t-shirt for the remainder of the week.

To prevent accidental scratches during animal interactions, all campers must wear closed-toe shoes and long, thick pants. Leggings and yoga pants are not permitted. Since campers spend time outdoors each day, we also encourage the application of sunscreen and bug spray prior to camp each morning.

**COVID-19 Update:** At this time, masks are optional for all campers, staff, and members of the public. Please note, that this is subject to change based on CDC guidelines.

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### LUNCH AND SNACK

Campers must bring their own non-microwavable and nonperishable lunch and water bottle to camp each day. Water will be provided for refills throughout the day. Campers will also have a designated snack time each day; please provide your child with a snack from home.

We will celebrate the last day with a party, and lunch will be provided on Thursday. Please consider bringing a snack or treat to share on the last day.

### PHOTOGRAPHY AND RECORDING

Completion of camp registration includes an agreement to our program waiver that gives CAHS permission to take and use, without limitation or obligation, photographs, video/audio recordings that include your child's image/voice for marketing purposes. For questions or concerns about this policy, please contact Lexy at [education@AdoptLansing.org](mailto:education@AdoptLansing.org).





### CAMERAS/PHONES

We recommend that campers do not bring any electronic or media items to camp in order to prevent any loss or damage. Electronic items and phones may be used only during designated times. Cameras (and camera phones) are permitted. Emergency cell phones may be stowed with the campers' possessions on silent mode. Parents can call (517) 626-6821 ext. 130 (classroom phone) or (517) 626-6060 (reception desk) in case of emergency during normal camp hours.



The Capital Area Humane Society assumes no liability if a camper chooses to bring an item that becomes lost or broken.

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### SPECIAL CONSIDERATIONS AND ALLERGIES

The Capital Area Humane Society strives for inclusivity with all programming. Upon registration, parents are asked to report any special considerations a camper may have. This information helps camp staff understand the needs of your child and allows them to prepare accordingly.

**Safety is our number one priority; so please consider the following:**

- Our camps incorporate animals in a variety of activities daily. If your child is uncomfortable with loud noises, strong smells, or has a severe allergy to animals this may not be the recommended camp for them.
- The animals in our care are provided daily enrichment that includes peanut butter. We cannot ensure that campers will not come in contact with surfaces that have trace amounts. **For this reason, we do not recommend that children with severe peanut allergies attend camp.**
- We try our best to accommodate special considerations, but we are unable to provide one-on-one instruction to campers. If this is something that your child needs, we ask that you provide an aide to assist during the camp day. In these situations, please notify us in advance.
- CAHS encourages parents with specific questions about the campus or facility to schedule a tour with a staff member. You can do this by contacting Lexy at [education@AdoptLansing.org](mailto:education@AdoptLansing.org).

### ANIMAL SAFETY PROTOCOL

Campers will have the ability to interact with animals during each camp day. While CAHS does its best to provide a calm environment for the animals in our care, we recognize that shelters may cause elevated stress in some animals. If a camper is acting in a way that is unsafe or adds additional stress to the animals in our care, we may reduce their animal interaction time, or in extreme cases, prohibit such interactions altogether. Campers will be addressed using positive behavior management techniques; however, if inappropriate behavior continues, parents may be asked to pick up the camper early. A camper may be asked not to return to camp if the behavior does not improve. In these situations, CAHS will not issue a refund for camp time missed.

Animals in our care are provided with consistent veterinary care, including receiving vaccinations upon arrival. However, due to incubation periods, not all diseases are able to be detected immediately. For this reason, we recommend that all campers change out of camp clothes and wash hands prior to interacting with personal pets to reduce the risk of disease transfer.



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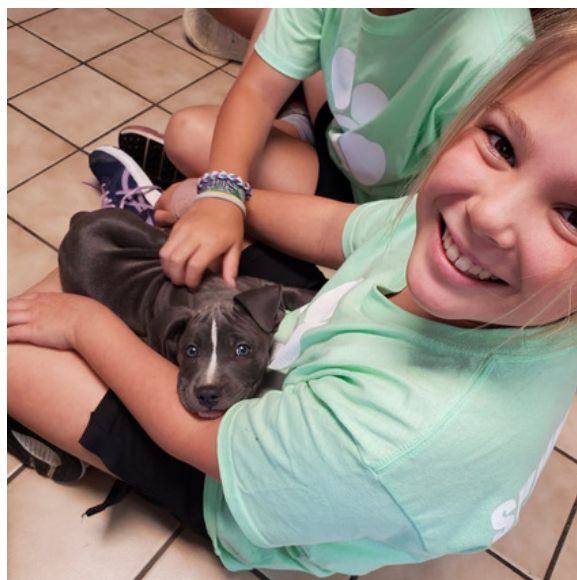
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### SCHOLARSHIPS

CAHS offers scholarships for all educational programming. For more information on scholarships, contact Lexy Ritenburgh at [education@AdoptLansing.org](mailto:education@AdoptLansing.org)

### CAMP REFUND POLICY

Please notify the Humane Education team at [education@AdoptLansing.org](mailto:education@AdoptLansing.org) as soon as possible if your child is unable to attend camp. Program fees are nonrefundable, unless proof of positive COVID-19 test can be provided. Children who become ill during camp must be picked up within one hour of symptom development. A call will be placed to you immediately if a child requires early pick-up. Please make appropriate emergency pick-up plans. Students missing three or more days in one session may be eligible to attend another camp at no or reduced cost. CAHS will not provide a tuition refund.





### CAMP FAQs

**Q: All of your camps are full! Are there any other opportunities for my child!**

- A: Yes! First, you can add your child's name to our camp waitlist in the event that any spots become available. To do this, please contact Lexy at [education@AdoptLansing.org](mailto:education@AdoptLansing.org) We also offer other youth programs throughout the year. To read more about our other humane education program offerings, visit <https://www.caahs-lansing.org/get-involved/education/>. To read more about our volunteer program, visit <https://www.caahs-lansing.org/get-involved/volunteer/>.

**Q: How will I know my registration is complete?**

- A: When your registration is complete, you will receive an automated confirmation email.

**Q: Am I allowed to bring my personal pet to camp when picking up my child?**

- A: Often, shelter animals will be visiting in the classroom during camper pick-up. For this reason, we do not permit visiting pets at camp, but feel free to bring pictures!

### CAMP FAQs

**Q: My child needs medications while at camp. What do I need to do?**

- A: Prior to the start of your child's camp, you will receive an email including Camper Emergency forms that will include providing information on medications. This form must be turned in on the first day of camp. All medications must be clearly labeled, including non-prescription medication. Campers will be required to self-administer all medication under staff supervision.

**Q: Do campers get to interact with animals?**

- A: : Of course! Since we are a shelter with a constantly evolving population, we cannot predict what animals we will have at any given time (e.g. puppies, kittens, etc.), but we can ensure animal time each day at camp. The length and frequency of animal time each day will depend on a variety of factors, such as animal inventory and scheduled activities.

**Q: When does registration for camp open?**

- A: Camp registration opens on February 1 each year.