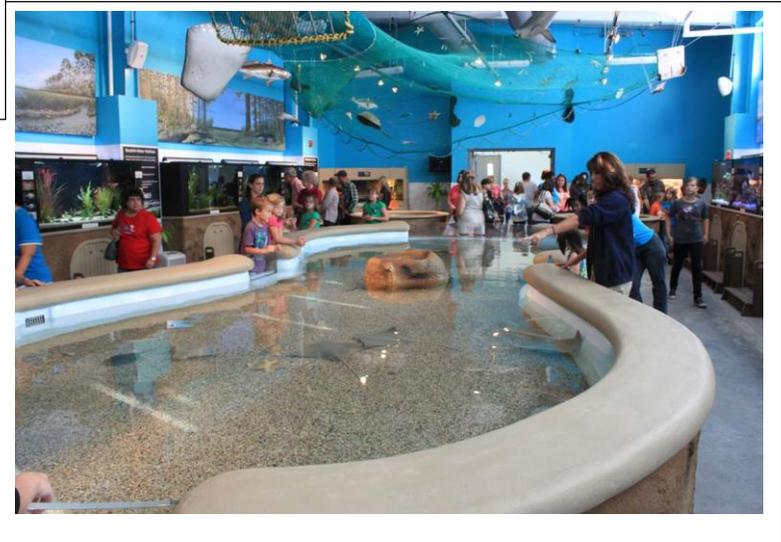


Ocean Expo Summer Camp 2016



Parent Handbook

SECTION 1. Operating Information

a. Purpose

Ocean Expo-Summer Camp is an educational day camp sponsored by the Institute for Marine Mammal Studies (IMMS)-Center for Marine Education and Research (CMER). This Summer Camp is designed to foster an awareness and understanding by children 5-17 years-old concerning our interconnectedness to all species and the fragility of various habitats within the Gulf of Mexico. The Ocean Expo-Summer Camp is conducted at the IMMS-Center for Marine Education and Research located at 10801 Dolphin Lane (off Lorraine Rd.) in Gulfport, MS. The IMMS is a 501(c)(3) organization established in 1984 and is primarily focused on marine mammal and sea turtle research, education, and conservation.

Activities are implemented both at the IMMS facility and in the field. The number of field trips depends on a child's age.

- Children five years old will take a field trip to Jones Park splash pad in Gulfport.
- Children five through seven years old will participate in a water slide activity on Thursdays and Fridays.
- Children six years old and above will take a cruise on the 36-foot *Curlew* pontoon boat
- Children six years old and above will take a trip to the Gulfport Beach where they seín and sieve to learn about the fish that live in our local waters. Water quality and marine debris will be discussed.
- Children eight years old and above will also visit Ship Island, where they will be in awe of the sight of dolphins leaping through the water, as well as a variety of birds gliding just above the water's surface. This age group will also take a Shrimp boat tour in Biloxi where they will learn about the different types of shrimp living in the Gulf of Mexico as well as about the shrimping industry and how it benefits the Gulf coast.
- Children 13 years old and above will enjoy a fun filled day of kayaking on Bernard Bayou including activities such as, bird watching, and learning about the natural habitats in our local bayou.
- Students 15-17 years old will participate in a field study on the 36-foot Curlew pontoon boat to observe dolphins and learn about photo identification.

Children are bused to and from all field-trip activities. **All marine vessels are U.S. Coast Guard certified. And, safety is always a top priority. Swimming is not allowed, and closed toed shoes are required to be worn at all times.**

b. Facility Location and Contact Information

As mentioned, Ocean Expo-Summer Camp is located at 10801 Dolphin Lane in Gulfport, just off Lorraine Rd; turn east onto Hillcrest Rd and follow the Center for Marine Education and Research signs.

The IMMS Ocean Expo-Summer Camp phone number is 228-896-9182 ext. 1770. Ask for or leave a message for Ms. Denise Reinke.

c. Hours and Days of Operation

Ocean Expo-Summer Camp focuses on content and issues within the Gulf of Mexico. Ocean Expo-Summer Camp is an Environmental Coastal Sciences Summer-Day Camp. Routinely, Ocean Expo-Summer Camp consists of four to five classes for children ages 5-17, subdivided by age into groups which are 5, 6-7, 8-9, 10-11-12, 13-14, and 15-16-17. All classes meet from 8:30 a.m. to 3:30 p.m. Monday through Friday during each one-week session. **Note: see exception listed under SECTION 2-a and b for Delivering and Retrieving Students ages 8-17 on page 4.**

d. Registration

Students arrive Monday morning between 8:15 a.m. to 8:30 a.m. Parents and children will gather each morning and afternoon for “check-in and check-out.” Teaching Assistants will be seated at tables in the Administrative Complex-Breezeway where they complete registration. After “checking in and signing out” children on a daily basis, children will go into the Auditorium in the Administration Complex adjacent to the Breezeway.

The Auditorium will be divided into sections marked A-F according to age group

- Section A for campers who are 5 years old,
- Section B for campers who are 6-7 years old,
- Section C for campers who are 8-9 years old,
- Section D for campers who are 10-11-12 years old,
- Section E for campers who are 13-14 years old,
- Section F for campers who are 15-16-17 years old

Children will be escorted by the Teacher and/or Volunteers to their group seat areas. Teachers will be available to talk with parents and children during registration each morning and at the conclusion of each day.

e. Tuition

The cost per week for age groups is as follows:

- 5 years old \$185
- 6 - 7 years old \$205
- 8 – 12 years old \$245
- 13 -14 years old \$275
- 15-17 years old \$325

The costs listed above include all instructional resources; field trip transportation; admission fees; art supplies; and a class photo. **Lunch and morning or afternoon snacks are not provided in tuition costs. Parents and/or guardians of the camper must provide their child(ren) with lunch and two snacks per day.**

A \$30 non-refundable pre-registration deposit is required. The deposit will be applied toward the total Summer Camp fees. Registration fees **must** be paid in full one week prior to the week of enrollment.

f. Refund Policy

Refunds for paid tuition balances will be considered on a case by case basis; however, in general—refunds are not provided unless there is an illness or death in a child’s family.

SECTION 2. Arrival and Departure Procedures for Students

a. Delivering Students

Parents may “sign in” children between 8:15-8:30 a.m. (except on the Wednesday Ship Island & Thursday Shrimp Boat Tour, field-trip days for older students, and then by 7:45 a.m.), Monday through Friday in the Breezeway and Auditorium area each morning. The Breezeway and Auditorium are in the Administrative Complex and accessible from the designated parking areas. **An ID is not required when “signing children in.”** A child may not be “dropped off” without being signed in by an adult.

b. Retrieving Students

Parents must “sign-out” children from 3:15-3:30 p.m. (except on Wednesday Ship Island, field-trip day for older students and “pick-up” will be 4:00-4:15 p.m.) in the Breezeway and Auditorium of the Administrative Complex, i.e., as previously mentioned,

- Section A for campers who are 5 years old,
- Section B for campers who are 6-7 years old,
- Section C for campers who are 8-9 years old,
- Section D for campers who are 10-11-12 years old,
- Section E for campers who are 13-14 years old,
- Section F for campers who are 15-16-17 years old

ID is required when “signing children out.”

NOTE: All campers **must be picked up by 3:30 p.m. (or 4:15 p.m. as noted above for Ship Island field trip days). Late pickups will be assessed a penalty fee of \$10 per 15 minutes. The late fee must be paid before the child is allowed to return to camp, and if not paid there will be no refund of tuition for any remaining days of camp. Fee must be paid in cash or by credit card, no checks.**

c. Early Check-Out

For early “check-out,” the parent/guardian or designated persons must enter the administrative office located in the IMMS and a staff employee will go to your child’s class and bring him/her to you for “check out.”

SECTION 3. Program and Activities Information

a. Items students should bring to Summer Camp daily:

- Lunch, two snacks, and two beverages daily (IMMS will have coolers of tap water).
- Swimsuits are needed on Island, water slide, and Mainland Beach days with an oversized, light-weight T-shirt, Sunscreen Hat/visor Sunglasses Insect repellent. (Field trip reminders will be sent home)
- Closed-toe shoes. (No flip-flops or open-toed shoes)
- One towel
- Small, easily carried backpack
- Water bottle

b. Discipline

Discipline Problems

The Teacher has direct disciplinary authority over campers in his/her class. Teachers coordinate minor disciplinary infractions by enforcing “time-outs” or by simply talking to the camper and determining the problem. The students will be asked what rule(s) they have violated and if he/she wishes to continue participation in the IMMS Summer Camp. Should a major discipline problem occur, the Teacher will involve the Director who will take appropriate action. If the problem continues after corrective measures are implemented, the parent or guardian will be contacted and the student will be permanently removed from the program. Tuition refunds will not be granted. Parents will be notified by the Teacher of any behavior problem(s) during the daily “sign-out” period.

c. Off-Site Transportation/Safety Policies

The IMMS buses will be used for scheduled field trips.

d. General Safety Procedures

Ocean Expo-Summer Camp, paid staff members are certified in First Aid and CPR. The Ocean Expo-Summer Camp does not allow swimming at any time during Camp. There are times when staff and campers wade in the water for seining, sieving, marsh walks, and beach walks; the water is usually knee to thigh depths. Fishing from IMMS pontoon boat, *Curlew*, are activities included in the weekly schedule. It should be noted Ocean Expo Teachers are certified and have had background checks. Teaching Assistants are generally IMMS Educators or college students.

The following Safety procedures will be observed at all times:

- All staff and all campers will wear **closed-toed shoes** on the beach, in the water, on the fishing pier, and on all watercraft;
- All campers will wear a U.S. Coast Guard approved life vest (secured and/or fastened) during outings on the IMMS pontoon boat, *Curlew*; and
- All staff members will be responsible for enforcing general safety rules.

SECTION 4. Health and Emergency Procedures

a. Medication Storage/Administration

Medication will not be administered to a child without obtaining a parent's/guardian's signature on the required Medication form. The Ocean Expo-Summer Camp's Teaching Assistants are responsible for maintaining any medications a student may need. Tylenol may be administered to a child only after checking the student's registration form for parental approval. Any required medications must be provided by the parent. **Parents should discuss any medication issues with the child's Teacher and/or Camp Director during the Monday morning registration period.**

b. Medical Crisis

Should an emergency situation arise, the Director or the child's Teacher/Instructor will tend the child while the parent is notified. If complications occur, the child will be taken to the nearest hospital or clinic until the parent(s) arrive(s). If parent(s) are unreachable, the Teaching Assistant will then proceed down the emergency contact list until someone is notified.

c. Medical Crisis Exemptions

If your child is exempt from medical care due to religious beliefs, you **MUST** provide the name, address, and phone number of a certified practitioner to be contacted in the event of a medical emergency. It is essential this information be provided prior to your child's involvement in Ocean Expo-Summer Camp.