



## HOLDEN FORESTS & GARDENS SUMMER CAMP GUIDE

**We're excited to share an amazing summer with you and your camper!**

This guide includes everything you need to prepare for summer camps at Holden Arboretum and Cleveland Botanical Gardens. In this guide you will find important information, policies, and procedures. Please review it carefully before your session begins.

HF&G Summer Camps inspire curiosity and creativity through hands-on activities that spark curiosity, creativity, and a deeper connection to our natural world. Each day brings new adventures in the gardens, forests, and trails of Holden Arboretum and Cleveland Botanical Garden.

### CAMP CONTACTS

#### **Holden Arboretum:**

Family and Youth Engagement Coordinator:  
Dana Lettl, (440) 602-3851 ext. 251  
[camps@holdenfg.org](mailto:camps@holdenfg.org)

#### **Cleveland Botanical Garden:**

Family and Youth Engagement Coordinator:  
Alex Sines, (216) 707-2821 ext. 158  
[camps@holdenfg.org](mailto:camps@holdenfg.org)

**Emergency Contact Information:** If you need to reach a camp staff member immediately during the duration of your camper's session, please call 440-850-1547 and ask to be put in contact with camp staff. Please note that this phone is only monitored during camp sessions by staff from 7:30am-3:30pm.

# CAMPS AT HOLDEN ARBORETUM

## PRE-K CAMPS (4-6YEARS OLD)

Pre-K camps at Holden Arboretum occur from 9:00am-12:00pm Tuesday-Thursday. Camper drop-off and pick-up will occur outside our Corning Visitor Center located at 9550 Sperry Road, Kirtland OH.

Please drop off your camper between 9:00am-9:15am and pick them up between 12:00pm-12:15pm during the duration of camp. Guardians are welcome to visit the Arboretum after drop-off, but please be aware that guardians should not interact with campers while they are engaged in camp activities. During registration, you were asked to list all approved individuals for camper pick-up. Camp staff will verify individuals during pick-up via Photo ID.

### What to Bring Daily

- Appropriate outdoor attire (we will be exploring the outdoors in all weather, so this includes a rain jacket or poncho, sturdy shoes, hats, sunglasses, etc.)
- A refillable water bottle
- Sunscreen and bug spray- please apply before the start of camp
- A backpack

**Please Note:** A daily snack is provided each day at Holden Arboretum Pre-K Camps. Please be sure to denote any allergies that your camper has during registration in order for us to accommodate as best as possible.

## FULL DAY

Full Day camps at Holden Arboretum occur from 9:00am-3:00pm Monday-Friday. Camper drop-off and pick-up will occur outside our Corning Visitor Center located at 9550 Sperry Road, Kirtland OH.

Please drop off your camper between 9:00am-9:15am and pick them up between 3:00pm-3:15pm during the duration of camp. Guardians are welcome to visit the Arboretum after drop-off, but please be aware that guardians should not interact with campers while they are engaged in camp activities. During registration, you were asked to list all approved individuals for camper pick-up. Camp staff will verify individuals during pick-up via Photo ID.

### What to Bring Daily

- Appropriate outdoor attire (we will be exploring the outdoors in all weather, so this includes a rain jacket or poncho, sturdy shoes, hats, sunglasses, etc.)
- A refillable water bottle
- Sunscreen and bug spray- please apply before the start of camp
- A backpack
- A small snack (granola bar, fruit, etc.)
- Packed lunch that does NOT require refrigeration
- Any required daily medication. Please note that camp staff are not permitted to administer medication.

# CAMPS AT CLEVELAND BOTANICAL GARDEN

## PRE-K CAMPS

### What to Bring Daily

- Appropriate outdoor attire (We will be exploring outdoors in all weather, so this includes a rain jacket or poncho, sturdy shoes, hat, sunglasses, etc...)
- A water bottle
- A small snack (fruit snacks, a bag of chips, a clementine, an apple...)
- A backpack
- Sunscreen and bug spray

### Camper Dropoff and Pickup

- 11030 East Boulevard, Cleveland Ohio 44106 at our front circle between 9:00 a.m. and 9:15 a.m. You will not need to enter the garage. Instead, you can drop your kids off and pick them up at our main entrance. Your GPS may take you to the side entrance, but our main entrance is on Wade Oval Dr.
- Do not park in the front circle after dropping off. If you need to park your vehicle, please use the attached garage.
- Campers arriving after 9:15 a.m. will not be able to participate in camp unless arrangements have been made with staff.
- Camp staff will manually take attendance during drop-offs at our front entrance.
- Parents who wish to visit the Garden while their child is at camp may do so only during public hours. Please be aware that the Garden is closed to the public until 10:00 a.m.
- Camp families should perform a daily self-administered health check.
- Anyone picking up your child from camp, including yourself, must be on your authorized pickup list. You can update this information from your parent dashboard. Pickup is between 12:00 p.m. and 12:15 p.m. at the main entrance.
- A photo ID (ex: driver's license or state ID) is required from anyone picking up your child. For your child's safety, we cannot release your child without proper identification.
- In the event of an emergency, please call the Garden Security Desk at 216.721.1600 and ask to be put in contact with Summer Camp.

# CAMPS AT CLEVELAND BOTANICAL GARDEN CONTINUED...

## FULL DAY

**Full Day camps at Cleveland Botanical Garden occur from 9:00am-3:00pm Monday-Friday.**

### **What to Bring Daily**

- Appropriate outdoor attire (We will be exploring outdoors in all weather, so this includes a rain jacket or poncho, sturdy shoes, hat, sunglasses, etc...)
- A water bottle
- A small snack (fruit snacks, a bag of chips, a clementine, an apple...)
- A packed lunch (Please note, there is no refrigeration available and children will not be able to purchase a lunch)
- A backpack

### **Camper Dropoff and Pickup**

- 11030 East Boulevard, Cleveland Ohio 44106 at our front circle between 9:00 a.m. and 9:15 a.m. You will not need to enter the garage. Instead, you can drop your child off and pick them up at our main entrance. Your GPS may take you to the side entrance, but our main entrance is on Wade Oval Dr.
- Do not park in the front circle after dropping off. If you need to park your vehicle, please use the attached garage.
- Campers arriving after 9:15 a.m. will not be able to participate in camp unless arrangements have been made with staff.
- Camp staff will manually take attendance during drop-offs at our front entrance.
- Parents who wish to visit the Garden while their child is at camp may do so only during public hours. Please be aware that the Garden is closed to the public until 10:00 a.m. and is closed on Mondays.
- Camp families should perform a daily self-administered health check.
- Anyone picking up your child from camp, including yourself, must be on your authorized pickup list. You can update this information from your parent dashboard. Pickup is between 2:45 p.m. and 3:00 p.m. at the main entrance.
- A photo ID (ex: driver's license or state ID) is required from anyone picking up your child. For your child's safety, we cannot release your child without proper identification.
- In the event of an emergency, please call the Garden Security Desk at: 216.721.1600, and ask to be put in contact with Summer Camp.

## CAMP POLICIES AND PROCEDURES

At HF&G, we are committed to providing a safe, inclusive, and respectful environment for all campers, staff, and visitors. Bullying, harassment, discrimination, or any behavior that threatens the physical or emotional safety of others will not be tolerated. This includes verbal, physical, or online actions that intimidate, harm, or exclude others.

Campers are expected to treat others, wildlife, and the natural environment with kindness and respect. Unsafe behaviors—such as rough play, ignoring staff instructions, or misuse of tools and equipment—are strictly prohibited.

Any camper engaging in bullying, harassment, or unsafe conduct will be addressed promptly. Consequences may include a verbal warning, parent/guardian contact, removal from activities, or dismissal from camp, depending on the severity of the behavior.

Our goal is to ensure that every camper has a positive, supportive, and enjoyable experience in nature.

## NOTICES AND REFUNDS

### **Late Arrivals, Pick-ups, & Absences**

We understand that sometimes mornings don't go according to schedule, and we understand that late arrivals happen. If your camper will arrive late or miss camp for the day, please call the summer camp phone at (440)-850-1547 to notify staff. Campers who are dropped off later than 9:15am without prior communication or arrangements will not be able to attend camp for the day.

If your camper is sick or has symptoms of illness, please notify staff and keep them home from camp.

### **Cancellation & Refund Policy**

If your child is no longer able to attend camp. Please notify HF&G Staff as soon as possible by email the Summer Camp email ([camps@holdenfg.org](mailto:camps@holdenfg.org))

Unenrollment requests at least 2 weeks prior to the start of camp will receive a full refund, minus the non-refundable \$75 deposit. Unenrollment requests less than two weeks prior to the start of camp will receive a 50% refund, minus the non-refundable \$75 deposit. Requests made less than two business days prior to the start of camp will not receive a refund.

No adjustments, refunds, or allowances will be granted for late arrival, dismissal, or withdrawal of a camper, except in cases of severe illness. In situations where a camper is unable to attend due to documented illness, adjustments may be made on a case-by-case basis. All other instances of late arrival, dismissal, or withdrawal, for any reason other than illness, will not be eligible for reduction, refund, or allowance.

## CAMP COMMUNICATIONS

Camp Staff contact participants via emails sent through CampSite, our registration software. In order to receive updates and important information about camps, please ensure all adults responsible for your camper(s) have contact information included in your CampSite profile. Participants will receive reminder emails two (2) weeks and one (1) week before your camp session begins. This email will provide you with all the information you need to feel prepared for the first day of camp. This will include information on:

- Camp dates and times
- Where and when to arrive for Morning Drop-Off and Afternoon Pick-Up
- What to bring and NOT to bring to camp

Similar to the "Welcome to Camp" email, a "Thank You" email will be sent out once your Camp week is complete. The "Thank You" email is to wrap up your Camp experience! We will include a link to our Camp Today blogs (accessible through your Campsite profile) which provides a collection of photos that were taken throughout the week and a post-camp experience survey.