



## SMLI 2025 Summer Camp Handbook

We can't wait for your child(ren) to join us at Leed's Pond Preserve for another fantastic scientific summer journey! SMLI's Summer Camp program has been offering campers stimulating and engaging learning experiences alongside good old-fashioned summer fun for over 50 years. We know there are lots of options out there when it comes to summer camp, and we thank you for choosing SMLI.

Below is a rundown of all important procedures, information, and requirements to know before camp begins. If you have any further questions, please feel free to contact us by email at [info@sml.org](mailto:info@sml.org) or by phone at 516.627.9400.

Campers are grouped based on their age/grade for the next school year. Each group consists of approximately 20 children, alongside 1 Educator, 1 Assistant, 1 Counselor, and additional volunteers/CITS.

### IMPORTANT DATES:

- **March 15<sup>th</sup>:** Early Bird Pricing Ends
- **April 1<sup>st</sup>:** last day to receive full refunds for cancelled weeks
- **June 1<sup>st</sup>:** last day to receive full credits for cancelled weeks
- **June 1<sup>st</sup> & July 1<sup>st</sup>:** Medical Forms Due
- **June 15<sup>th</sup>:** Summer Camp Kick-Off (pick up additional T-shirts & car tags, meet educators, etc.)

### AGE GROUPS:

Tiny Explorers	Junior Adventurers	Senior Scientists
Campers ages 4-5 who have not yet completed Kindergarten.	Campers entering 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> grade for the 2025-2026 school year. <i>*There are typically 2-3 groups within this age range.</i>	Campers entering 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , or 8 <sup>th</sup> grade for the 2025-2026 school year.

### DAILY CAMP SCHEDULE:

TIME-FRAME	ACTIVITY
9:45am – 10:00am	Drop-Off – <i>Please refer to designated group drop-off times below. <b>Reminder:</b> cars cannot wait in front of the main gate when it is closed.</i>
10:00 – 11:30am	Morning science activities/experiments/demonstrations/etc.
11:30 – 11:45am	Groups get ready for lunch. Snack shop is open.
11:45 – 12:45pm	Lunch & Recess (indoors during inclement/hot weather)
1:00 – 2:30pm	Afternoon science activities
2:30 – 2:45pm	Groups pack-up and head outside for pick-up
2:45pm	Pick-Up – <i>Please refer to designated group pick-up times below. <b>Reminder:</b> cars cannot wait in front of the main gate when it is closed.</i>



### **ARRIVING AT CAMP:**

SMLI's front gate will open each day no earlier than 9:30am. **Families may not arrive earlier/wait in front of the closed gate**, as it can create a dangerous line of cars along Plandome Road. We do not recommend arriving prior to 9:45am.

**Tiny Explorers:** Classroom is in the Visitor Center. Please arrive via our Visitor Entrance (located off Rock Hollow Rd.) and follow signs to park in our visitor parking lot. Children should be walked over to the Visitor Center by an adult. Drop-off begins at 9:45am.

**Junior Adventurers:** Enter through our Bus Entrance (located off Plandome Rd.) and drive up the long driveway. Please do not wait in front of the entrance if the gate is closed. Drop-off begins at 9:45am.

**Senior Scientists:** Enter through our Bus Entrance (located off Plandome Rd.) and drive up the long driveway. Please do not wait in front of the entrance if the gate is closed. Drop-off begins at 9:55am.

\*Families with children in different groups may arrive at any of the designated drop-off times. Older children should be dropped off first via the long driveway, followed by Tiny Explorers campers at the Visitor Center.

### **PICK-UP**

SMLI's front gate will open for pick-up no earlier than 2:30pm. Cars may begin to form a line up the long driveway. **Families may not arrive earlier/wait in front of closed gate**, as it creates a dangerous line of cars along Plandome Road.

**Car Tags:** Families with campers in our **Junior Adventurers** & **Sr. Scientists** groups will be given a car tag with their child's name. These tags should be hung from your rearview mirror with the child's name facing outwards. Car tags speed up our pick-up process. Families will be provided 2 additional car tags to distribute to people authorized to pick their children up. Any person without an official 'Car Tag' will be asked to pull off to the side so a staff member can verify that they are authorized to pick up your child. They will not be permitted to pick up the child until their identity and authorization have been verified. Car Tags can be picked up at our Parent Camp Kick-Off or will be given to them on their child's first day of camp.

**Tiny Explorers:** Classroom is located in our Visitor Center. Please enter through our Visitor Entrance (located off Rock Hollow Rd.) and follow signs to park in our visitor parking lot. Pick-Up begins at 2:45pm.

**Junior Adventurers:** Enter through our Bus Entrance (located off Plandome Rd.) and drive up the long driveway. Please do not wait in front of the entrance if the gate is closed. Pick-Up begins at 2:45pm.

- Please remain in your car during pick-up with your child's 'Car Tag' prominently displayed in your windshield.

**Senior Scientists:** Enter through our Bus Entrance (located off Plandome Rd.) and drive up the long driveway. Please do not wait in front of the entrance if the gate is closed. Pick-up begins at 3pm.

- Please remain in your car during pick-up with your child's 'Car Tag' prominently displayed in your windshield.

*\*Families with children in different groups may arrive at any of the designated pick-up times.*



### **MID-DAY ARRIVAL/DISMISSAL:**

If your child is being dropped off at camp late or being picked up early, please arrive and park in the visitor lot and walk up the hill to the main house. Please ask for our Director of Education – Caitlin, who will properly check in your child for drop-off or verify that you are authorized to pick them up.

**Please Note:** only names listed on your child's authorization list will be allowed to pick up your child. To add a person to your child's authorized list, please contact Caitlin at [corellana@sml.org](mailto:corellana@sml.org).

### **EXTENDED HOURS:**

**Early Drop-Off: 8:30am**

**Late Pick-Up: 4:00pm**

Please use the visitor entrance (off Rock Hollow Rd.) and head towards our Visitor Center. An SMLI staff member will assist with checking in or checking out.

Extended hours can be purchased as a single or weekly pass on our website. Day-of extended hours can be paid using the QR code located on the front porch that will allow you to pay from your phone. SMLI staff can accept cash payment in a labeled envelope as well.

### **WHAT TO BRING:**

All campers will have a cubby to store any personal items. SMLI encourages campers to keep most of their belongings at camp throughout the week. All items will be returned home on Friday, even if your child will be returning to camp the following week.

We recommend your child bring the following items to camp (labeling items is highly recommended):

- Sunscreen & Bug spray\*
- Extra change of clothes
- Bathing Suit/Towel\*\*
- Reusable water bottle
- Allergy Medication
- Hat

\*SMLI will provide sunscreen/bug spray if campers do not have their own. We highly recommend that campers arrive with sunscreen pre-applied. It will be reapplied before campers head out for lunch & recess.

\*\*Bathing Suit/Towel: Campers will have access to sprinklers during recess. Due to limited changing space and time, we request that campers come to camp with their bathing suits underneath their clothing if possible. Towels will be hung up to dry each day and will return home with campers on Fridays.

### **LUNCH & SNACK:**

Campers should come with a packed lunch Monday-Thursday. SMLI offers pizza lunch on Fridays for all campers, free of charge, who have received authorization. ***Please note: we are not a peanut-free camp. Children with peanut/other allergies will be seated at nut-free tables.***

Campers may purchase snacks from our snack bar to accompany their lunch each day. All forms of payment are accepted. The **Tiny Explorers** group will have a brief snack time during the second half of each camp day. Please provide a small snack alongside your child's lunch each day if you do not want them to purchase snacks from the snack bar.



### **ALLERGY MEDICATION:**

If your child has an EpiPen, Auvi-Q, or other epinephrine injector please provide it in a labeled plastic bag for their educator to keep on-hand along with any unique instructions you would like to provide. Similarly, please also pack their Benadryl or other medication in a labeled plastic bag with directions on dose and usage. SMLI has educators that have been certified in First Aid and CPR by the Red Cross; if you would like to speak to your child's educator directly regarding your child's medical conditions, you may do so during drop-off of the first day of their camp week. *\*Please note you will be asked to pull off to the side to speak with an educator to keep the drop-off line moving quickly.* Please feel free to reach out with any additional questions regarding allergens, dietary restrictions, or other medical concerns.

### **MEDICAL FORMS:**

SMLI requires a basic medical examination form for all campers. Families can utilize the form provided by SMLI (visit [www.sml.org/summercamp](http://www.sml.org/summercamp) to download) or send a copy of their child's school examination form. All forms should be emailed to [campforms@sml.org](mailto:campforms@sml.org). Forms are due on June 1<sup>st</sup> for campers attending Weeks 1-4 of camp and July 1<sup>st</sup> for campers attending Weeks 5-8. SMLI will accept school medical forms from the 2024-2024 school year. A \$25 admin fee will be applied for every week that a camper's medical forms are late. No child will be permitted to attend camp if they are missing medical forms.

### **FUN FRIDAYS:**

Fun Fridays are our way of ending the week in a fun and exciting way. They will feature our giant slip n' slide and a different activity/event, as well as a visit from local ice cream truck legend Mel– the ice cream is on us! We will have a small selection of ice cream they can choose from – if they would like to purchase something outside that selection – please have them bring additional cash. Campers will also be invited to dress up for Fun Fridays. Each week will feature a unique theme.

### **CAMP T-SHIRTS:**

Each camper will receive a complimentary SMLI Summer Camp T-Shirt on their first day of camp. While preferred, campers are not required to wear their camp shirt every day of camp. All new campers tie-dye their shirt at the beginning of their first week. If your child is a returning camper, they may bring additional items to tie-dye. Additional t-shirts may be purchased when registering for camp. Families that purchase their additional shirts prior to May 15<sup>th</sup> will be able to pick-up their shirts at our Parent Camp Kick-off on June 15<sup>th</sup>. Additional t-shirts associated with registrations after May 15<sup>th</sup> will be given to campers on their first day of camp.

### **CAMPER CASH:**

Campers can purchase items at the snack bar throughout the week and from the gift shop on Fridays. If you have a SMLI camper cash card, your child may still purchase snacks and gift shop items. All forms of payment are accepted.

- **Returning Campers:** if your child already has a camper cash card from a previous summer, that card is still active, and new funds can be added as needed [here](#). Our staff can locate your child's card directly on our system.
- **New Campers:** Due to increasing charges from Square, we will not be issuing any new camper cash cards. SMLI is finalizing a new method for new campers to create "house accounts" or another alternative option to cash for Snack/Gift Shop purchases. An email will be sent out to all registered families once we have finalized our plan.



### **PERSONAL ITEMS:**

While we do not prohibit children from bringing toys, electronics, Pokémon cards, etc., please keep in mind that we are not responsible for lost or damaged property. Our staff will do their best to find lost goods (labeling everything belonging to your child is always a good idea and a huge help!) but we cannot guarantee everything will be found on our large property. We would also appreciate your emphasizing to your child that these things can only come out at recess, cannot be shared/traded, and are their responsibility.

### **CAMP PHOTOS:**

Our staff try their best to take pictures of campers enjoying their activities throughout the day. We share day to day content on our Instagram Story, and will be uploading mass photos to our Google Photos Album. The link to this album will be shared with registered families.

**Photo Authorization:** when registering your child for camp, families have the option to opt out of having their children's photos be shared via SMLI's social media & promotional materials.

### **TIPPING POLICY:**

Gratuities are not required but are extremely appreciated. Our staff works hard to make every camper's experience special. Your child may not have the same educator or counselor each week if they are attending multiple sessions. It is recommended that families interested in offering gratuities do so at the end of each week. The staff appreciates your sentiments and thanks.

### **CANCELLATION POLICY:**

- **Week Changes:** Requests to change weeks of camp made prior to June 1<sup>st</sup> are subject to a \$25 admin fee. Requests made after June 1<sup>st</sup> are subject to a \$50 admin fee. Please note: ability to change registered weeks is subject to availability.
- Cancellations made prior to April 1st will receive a 100% refund, minus a \$25 administrative fee per week cancelled.
- Cancellations made prior to May 1st will receive a 100% credit, minus a \$25 administrative fee per week cancelled.
- Cancellations made prior to June 1st will receive a 50% credit, minus a \$25 administrative fee per week cancelled.
- Any cancellations made after June 1st are not eligible for a refund or credit of any kind, except in the case of emergency. These situations are considered on a case-by-case basis by SMLI.

For any additional questions/concerns, please contact Caitlin Orellana at [corellana@sml.org](mailto:corellana@sml.org) or by phone at 516.564.2274.