



# Camp Handbook

**Jacksonville Humane Society**  
**Adoption, Education and Pet Help Center**  
8464 Beach Blvd.  
Jacksonville, FL 32216  
904-725-8766  
[jaxhumane.org](http://jaxhumane.org)

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## Table of Contents

JHS Info	2
Education Office Contact	2
Camp Hours	3
Drop-off and Pick-up	3
Emergencies	3
Dress Code	4
Photography & Recording	4
Lunch, Snacks, Drinks	4
Camp Policies	4
Medications & Allergies	7-8
FAQs	8-11
Special Needs	10
Safety Protocol	10
Scholarships	10
No-Kill/Euthanasia Discussions	10
COVID-19 Health and Safety Protocol	12-13

The Jacksonville Humane Society (JHS) finds loving homes for nearly 9,000 cats and dogs annually. However, pet adoptions are just one of the many services we offer our community. JHS strives to act as a resource on all companion animal-related issues by providing a range of services including: pet adoptions, a pet foster program for underage or injured cats and dogs, behavior assistance, humane education and a multifaceted safety net program to provide community resources aimed at helping individuals facing financial or other crises to keep their pets.

In 2017, the brand new JHS Adoption, Education and Pet Help Center opened. We are proud to offer many youth education programs including Pawsitive Reading, field trips, birthday parties, service days, Scout badge events, homeschool days, and a variety of camps throughout the year.

### Education Office Contact

Phone	904.493.4588
Email	education@jaxhumane.org

## **Camp Hours**

*Unless otherwise stated, camp hours are as follows:*

9 a.m. to 4 p.m.

Drop-off begins 15 minutes before the camp start time. Pickup ends 15 minutes after the camp end time.

Extended care is from 7:45 a.m. to 8:45 a.m. and 4:15 p.m. to 5:15 p.m.

Extended care pickup times may vary depending upon the JHS holiday schedule.

## **Drop-Off and Pickup Procedures**

Camp will begin and end each day in the Education Center (a.k.a. multi-purpose room or MPR) of the JHS Adoption, Education and Pet Help Center.

Camp drop-off and pickup will take place on the 2<sup>nd</sup> floor mezzanine of JHS, just outside the entrance of the Education Center.

To ensure the safety of our campers, an authorized person must sign their child IN and OUT before and after each session.

Anyone picking up a camper must show a photo ID **and** be listed on the registration form, for every day of camp. When registering, please list all approved persons including yourself. Photo ID is not necessary at the time of drop-off. We appreciate your patience.

If you need to add a name to the list, the person who originally completed the form must send the name in writing to [education@jaxhumane.org](mailto:education@jaxhumane.org) or call 904.493.4588.

Drop-off begins 15 minutes before the camp start time. Pickup ends 15 minutes after the camp end time. Those who routinely pick up and/or drop off outside of extended care hours will be charged for Extended Care.

Parents who do not pick up by the end of Extended Care will be charged an additional fee of \$10 up to 15 minutes late, and \$1/minute afterwards.

If you know that you will need to pick your child up from camp early, please let us know at the time of drop-off so that we can plan accordingly. We discourage picking up early prior to 3:30pm (unless necessary) as we have meaningful activities scheduled throughout the entire day.

## **Emergency Authorization**

In the event of an emergency that requires you to pick up your child early from camp, please call 904.493.4560, 904.493.4565, 904.493.4569, 904.493.4566, 904.493.4568 or 904.493.4573 if possible prior to pick up. You can also email our team at

[education@jaxhumane.org](mailto:education@jaxhumane.org). Email is typically the fastest means of reaching us during a camp day.

### **Dress Code**

The best clothes for children to wear are clothes that are comfortable and can get messy. Whether interacting with animals, playing games or completing crafts, children might get dirty. Please send raincoats instead of umbrellas.

**Shoes must cover the foot completely.** This helps to ensure the safety of your child as we encounter many different landscapes on our campus, both indoor and out, and interact with animals. Shoes that expose any skin of the bare foot (Crocs, sandals, flip-flops) or shoes that interfere with walking (e.g. hee-lies) will not be permitted and children will not be allowed to participate.

We encourage campers to wear sunscreen.

### **Photography and Recording**

The registration form states that you give permission to the Jacksonville Humane Society to use, without limitation or obligation, photographs, film footage, or audio/video recordings that include your child's image or voice for purpose of promoting or interpreting Jacksonville Humane Society programs.

### **Water, Snack and Lunches**

- Campers must bring water bottles (preferably reusable) to camp. At designated times during the day, campers will be permitted to refill their water bottles from our water fountains.
- Snacks may or may not be provided. Information will be made available at the time of registration.
- Lunch is not provided – all lunches must be brought from home (unless your camper is part of our Lucky's Pack scholarship program). If a camper forgets a lunch, it should be brought to the camper prior to noon.

### **Camp Policies**

We ask that all campers adhere to JHS camp policies and rules at all times so that camp can be an enjoyable and educational experience for all.

Our camps promote kindness and compassion for both pets and people, and campers are expected to show kindness and compassion to animals, staff members, fellow campers, volunteers, customers and themselves at JHS. JHS will help campers understand the appropriate ways to behave at JHS and how to appropriately interact with animals.

## **JHS Camp Expectations (Rules)**

All campers must agree to follow the JHS Camp Code of Kindness:

*As a kid who cares about animals, my community and myself, I will always:*

- *Be kind to pets and the people who love them*
- *Listen when others are speaking*
- *Follow directions*
- *Stay with my group*
- *Remain calm and quiet in the presence of animals*
- *Wait my turn*
- *Invite others to join in, offer to help, and notice when someone needs a friend*
- *Celebrate each other's strengths*
- *Show respect for the JHS campus and help keep it clean*
- *Stay safe, learn, and have fun*

## **Behavior Management**

Our staff uses positive behavior management, however, if a camper cannot show appropriate behavior or breaks camp rules, a time-out and removal from the group may occur. If negative or disruptive behavior continues, our staff will contact a parent/guardian to help remedy the situation and a behavior contract will be initiated. We may ask for a child to be picked up early and, in some cases, the child may be asked not to return if behavior does not improve. JHS will not issue refunds for any days missed.

## **Interacting with Pets in the Shelter**

Campers may have the opportunity to interact with dogs and cats at JHS, depending on factors that would permit an appropriate pet to be available. While JHS does our best to provide a calm, stress-free environment for homeless pets, there are several factors that we are unable to control. This can cause animals in the shelter to experience levels of stress unlike pets who are in homes.

We encourage you to have this discussion with your child prior to camp:

*Cats and dogs at JHS are waiting for their new families. They are in an unfamiliar place. Sometimes when we go to a new place, it can be scary and overwhelming. The staff and volunteers at JHS do a great job at helping them feel more comfortable, and as a camper, that is part of your job, too. Remember that the dogs and cats at JHS might be scared, so you should not run up to them, put your face or hands close to their heads or make a lot of noise. Please listen to your counselors when they tell you how to interact with a dog or cat you are meeting for the first time. They may not act like our pets at home but that is okay, because with your help, they are going to find new homes where they can relax and be comfortable.*

## **Camp Checklist**

### **What to Bring:**

- Snack (if not provided by JHS)
- Lunch
- Reusable water bottle
- Sunscreen/bug spray (please apply before camp)
- Raincoat/poncho (no umbrellas)
- Any medication including epi-pens and inhalers that your child may need. Please see following FAQ section.
- Books are permitted to be used in extended care or during reading to animals.

Campers are welcome to bring backpacks or bags to hold their personal items.

### **What Not to Bring:**

- Money or objects of monetary/sentimental value
- See section about phones/cameras/electronic devices below

JHS is not responsible for any items that are lost, stolen or damaged.

## **Cameras/Phones/Electronic Devices**

Phones and handheld electronic devices are permitted at parent's discretion, but all devices (including phones) must remain silent and put away during camp lessons and activities. Campers may be permitted to use their phones during lunch, snack, and extended care hours only.

Cameras (or phones that may be used as cameras) may be carried, but can only be used when instructed by a staff member. Photos taken behind the scenes may not be posted on social media, websites, blogs, etc.

If at any time the camera, phone, or handheld electronic device becomes a distraction or is not being used appropriately, campers will be asked to put it away and not use it for the remainder of the day. If the item continues to cause a problem, JHS camp staff reserve the right to collect the item and return it at the end of the day.

*We ask that larger electronic devices – such as laptops and iPads – stay at home.*

## **Lost and Found**

Please check with the JHS Education team regarding items lost at camp. You can email us at [education@jaxhumane.org](mailto:education@jaxhumane.org) or call 904.493.4588.

If we find an item left behind at the end of a camp session, we will email parents/guardians of campers registered for that session in an attempt to locate the item's owner.

We keep all found items for two weeks. After that time, items will be donated or disposed of.

## Medications

If your child has a medical condition that requires prescription medication to be available or taken during camp hours, you must complete a **Medication Form** with a doctor's signature. This form can be found at the end of this handbook. The Medication Form must be completed prior to the first day of camp. You can send the completed form via email to [education@jaxhumane.org](mailto:education@jaxhumane.org) or give it directly to the Education Manager or Humane Educator during check-in on the first day of camp.

- All medication must be clearly labeled with the child's name and dosage and brought to camp every day. The medication must have been given at home at least once, in case of an allergic reaction.
- Parents must hand medication to camp staff at the time of drop-off – camp staff will return medication at the time of pick-up.
- All medications will be stored in a secure cabinet in the Education Center.
- Camp staff will carry necessary medication with them. **Staff will supervise your child taking medication but cannot assist with or administer medication.**

*JHS cannot provide any non-prescription medication to your child. If you would like to send non-prescription medication, clearly label it with your child's name, dosage, and timing.*

*If your child is sick and at risk of spreading illness to others, we ask that your child stay home.*

## Allergies and Epi-Pens

*Camp is not recommended for children with allergies to pets, pet dander or nuts. Camp is held on a campus that houses more than 200 dogs and cats. Dogs are given peanut butter daily and many treats contain nut allergens. For this reason, we do not recommend that children with these allergies attend camps at JHS.*

If your child has severe allergies that require them to have an Epi-Pen, you are required to complete an **Allergy and Anaphylaxis Emergency Care Plan** with a doctor's signature. This form can be found at the end of this handbook **and must be submitted at least two weeks prior to the start of camp.** You can send the completed form via email to [education@jaxhumane.org](mailto:education@jaxhumane.org) or drop it off in person (please email or call 904.493.4588 to make arrangements).

The Epi-Pen will be carried by camp staff in a secure section of the staff member's camp backpack.

If your child needs to use their Epi-Pen, we will immediately call 911 so that your child can be checked over by emergency medical personnel. This could include a trip to the emergency room if emergency medical personnel deem it necessary.

## **About the Jacksonville Humane Society**

The Jacksonville Humane Society provides care, comfort and compassion to animals in need while engaging the hearts, hands and minds of our community to bring about an end to the killing of abandoned and orphaned shelter animals. More information about the Jacksonville Humane Society is available at [www.jaxhumane.org](http://www.jaxhumane.org).

## **Frequently Asked Questions:**

### **How do I register for JHS camps?**

- You must register online at [jaxhumane.org/kidscamp](http://jaxhumane.org/kidscamp).
- Payment is due at the time of registration.
- Registration closes approximately one week prior to the first day of camp.

### **What if I need to cancel?**

- Cancellations must be made at least two weeks prior to the camp start date and must be received in writing via email to qualify for a 50% refund. A processing fee may occur for refunds. A charge may occur to change dates after registration is complete.
- The Jacksonville Humane Society will not issue refunds if registered students miss camp dates. The Jacksonville Humane Society reserves the right to cancel camp due to insufficient enrollment. In that case, refunds will be issued.
- JHS will not refund for severe weather unless JHS cancels camp.

### **What happens if I need to change my child's camp date?**

- A request for a date change must be made at least three weeks prior to the camp start date and must be received in writing via email.
- Date change requests can only be made if space is available.
- JHS reserves the right to charge a date change fee of \$25/camper.

### **I only need extended care in the morning or afternoon, not both. Do you pro-rate?**

- Extended care is charged per day. At this time, JHS is unable to pro-rate or discount extended care.

### **Can I drop off my child late or pick them up early?**

- JHS camp has activities all day.
- If you must pick up your child early, or if your child is going to be late, please be sure to tell the counselor/staff in advance of at least one day.

### **What's a typical day at camp?**

Camp is different each day and will vary depending on the theme, but some activities may include:

- Lessons relating to animals and pets (e.g. dog and cat body language, clicker training, community cats)



- Crafts or making toys/enrichment items for the animals
- Indoor and outdoor games and community-building activities
- Projects designed to help promote pets for adoption
- Q&A with JHS staff from various departments
- Observing medical or surgical procedures in our animal hospital
- Learning to care for pets of all ages, including neo-natal puppies and kittens
- Yoga lead by a certified instructor (during All About Cats week of summer camp only)
- Providing compassionate care to dogs and cats at JHS
- G- or PG-rated videos during a lesson or lunch/extended care

### **Who designs your camp curriculum?**

- JHS' camp curriculum is written by our in-house education team, composed of Florida state and National Board certified educators with Master's degrees in education and experience in camp directing. Our Education Manager serves on the Board of Directors for the Association of Professional Humane Educators. In addition to our own curriculum, we also use a variety of materials available from several nation-wide animal welfare organizations including the ASPCA, Best Friends Animal Society and Maddie's Fund.

Our camp curriculum is designed to empower children to help and care for pets not just in their homes, but in our community. Camp is designed to help children have fun while they learn about caring for dogs and cats and the importance of kindness, compassion, and empathy towards animals as well as other people.

### **Who will work with my child at JHS camp?**

- All staff or volunteers who work directly with campers will receive a background check from the Florida Department of Children and Families.
- Your child may also interact with JHS staff or volunteers during Q&A sessions, behind-the-scenes tours, etc.
- During Summer Camp, guests from outside JHS – such as Jacksonville Zoo educators or JSO K-9 officers – may visit our campers to speak about their careers or topics related to dogs and cats.
- All counselors and camp employees are interviewed and selected by JHS .

### **Will my child get to pet dogs and cats?**

- Attempts will be made for campers to work with dogs and cats while attending camp. Due to the nature of our mission, a dog or cat who is suitable to interact with children may not be available on a given day. Not every activity will include animals. The goal of camp is to provide an engaging and exciting educational experience by using a variety of methods.

### **How are campers grouped?**

- For summer camps, campers should be registered for the grade they are entering in the fall (or "rising grade").

- For summer camps, campers are grouped by rising grade as follows: 1-2, 3-5, 6-8.
- For spring and winter break camps, groups are as follows by grade: 3-5 or 2-5 and 5-8 or 6-8 (this may vary depending upon the number of campers in each grade level).
- For single-day camps, we do not use a grouping system.
- Age grouping may differ due to low enrollment at JHS' discretion.

**Can my child be grouped with a sibling or friend?**

- If they are the same age, they will be grouped together.
- If they are different ages, they will be in different groups.
- We reserve the right to cancel the registration of a child registered in a session that doesn't match their age/grade.

**Can you accommodate children with special needs?**

- Please complete the space on the registration form to indicate any special needs. The more information you can give us, the better.
- **If your child has an IEP, 504b or behavioral plan, please let us know.**
- JHS will accommodate physical, academic and social needs to the best of our ability.
- Camps take place in a group setting. Please consider if your child is able to function in a group setting without one-on-one attention prior to registering for camp.

**If my child goes to JHS and interacts with dogs and cats, should I worry about my pets at home?**

- JHS takes safety protocol very seriously in order to provide a safe and clean environment for our animals, staff, volunteers and customers. While it is not likely that your child will purposefully encounter sick animals at JHS, we do recommend that children wash hands and change clothing before interacting with pets at home after a day of camp.

**Do you offer camp scholarships?**

- JHS is proud to offer a limited number of camp scholarships annually thanks to the generous support of the [Jim & Tabitha Furyk Foundation](#). For more information about our Furyk & Friends: Lucky's Pack scholarships, please email us at [education@jaxhumane.org](mailto:education@jaxhumane.org).



**Is JHS a no-kill shelter? Will you talk about euthanasia?**

- JHS is a non-profit, 501c3 no-kill shelter. This means that we do not receive any government funding and we do not euthanize for space reasons. We work in partnership with the city shelter and provide a variety of community resources to help keep Jacksonville a no-kill city.
- JHS camp curriculum aims to teach children how to provide compassionate care to animals in their homes and communities. It does not focus on euthanasia, although for older children, it may be included in discussion. It may also be brought up by

another camper. JHS staff is trained to handle this discussion in a thoughtful and sensitive (but honest) manner.

- If you would like help discussing animal welfare to your children, please check the website [education.muttigrees.org/muttigrees-at-home](https://education.muttigrees.org/muttigrees-at-home) for an at-home guide that will pair with camp curriculum.



# CAMP

## COVID-19 HEALTH AND SAFETY PROTOCOL

### **Prior to Camp:**

If your child has been in contact with anyone diagnosed with COVID-19 within 14 days prior to the first day of camp, they may not attend camp until at least 14 days have passed.

If your child has experienced any of the following symptoms within 48 hours prior to the first day of camp, your child may not attend camp:

- Fever of 100 degrees Fahrenheit or greater
- Sore throat
- Shortness of breath
- Headache
- Cough
- Muscle aches
- New loss of taste or smell
- Chills and/or repeated shaking

If your child is sent home from camp with any of these symptoms, they must be symptom-free for 24 hours and obtain a doctor's note before returning to camp.

### **Drop-Off:**

Drop-off will take place on the second floor mezzanine of JHS from 7:45 – 9:00 a.m. for campers enrolled in extended care and from 8:45 – 9:00 a.m. for campers not enrolled in extended care.

When entering our facility, please use the single-door staff entrance to the left of our main entrance, behind the fountain. A sign will be placed near the door to direct you. Please take the stairs or elevator directly to the second floor and do not enter the Adoption Center – we will be closed at the time of drop-off.

### **Hand Washing/Sanitizing:**

Hand washing will be a frequent activity throughout each day of camp.

Hand sanitizer will be available at our drop-off/pickup station and in the Education Center.

### **Water Fountains:**

To prevent the spread of germs, campers will not be permitted to drink from the public JHS water fountains during camp.

All campers must bring a refillable water bottle to camp. At designated times during the day, campers will be permitted to refill their water bottles and may get drinks of water from the fountain in cups anytime throughout the day.

### **Education Center and Bathroom Cleaning:**

All surfaces and door handles in the JHS Education Center and camp bathrooms will be sanitized at the end of each camp day.

### **Supply Cleaning:**

Communal supplies – such as markers, scissors, glue sticks, beach balls, etc. – will be sanitized prior to being used by the next round of campers.

### **Masks:**

At this time face masks or coverings are **OPTIONAL** inside JHS for campers, staff, volunteers, and the public.

### **Pickup:**

Like drop-off, pickup will take place on the second floor mezzanine of JHS from 4:00 – 4:15 p.m. each day of camp (if enrolled in extended care, pick up times will vary).



## Camper Medication Form

This form must be completed and turned in to the Jacksonville Humane Society's Education Manager or Education Assistant prior to your child's first day at camp. The form can be emailed to us at [education@jaxhumane.org](mailto:education@jaxhumane.org), dropped off at JHS (8464 Beach Blvd.) before the start of camp (please email to arrange a drop-off time), or dropped off during check-in on your child's first camp day.

1. All information on the form must be completed and signed by a legal guardian.
2. By law, all medication must be in its original container with prescription label in place and legible.
3. All medication must be clearly labeled with the child's name and dosage.
4. All medications will be kept in a secure location in the Education Center during the day and must go home with the child at the end of each day.
5. JHS staff will supervise your child taking medication but cannot assist with or administer medication.
6. A separate Medication Form must be completed for each medication.

**NAME OF CAMPER:** \_\_\_\_\_

**CAMPER'S DATE OF BIRTH:** \_\_\_\_\_

NAME OF MEDICATION	DOSAGE	TIME(S) TO BE TAKEN

**REASON FOR MEDICATION:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

**NAME OF PARENT/GUARDIAN:** \_\_\_\_\_

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME OF DOCTOR & PRACTICE:** \_\_\_\_\_

**SIGNATURE OF DOCTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics

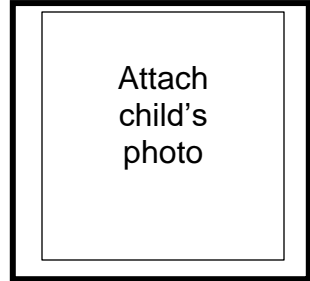
DEDICATED TO THE HEALTH OF ALL CHILDREN®



Child's name: \_\_\_\_\_ Date of plan: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Weight: \_\_\_\_\_kg

Child has allergy to \_\_\_\_\_



- Child has asthma.  Yes  No (If yes, higher chance severe reaction)  
 Child has had anaphylaxis.  Yes  No  
 Child may carry medicine.  Yes  No  
 Child may give him/herself medicine.  Yes  No (If child refuses/is unable to self-treat, an adult must give medicine)

## IMPORTANT REMINDER

**Anaphylaxis is a potentially life-threatening, severe allergic reaction. If in doubt, give epinephrine.**

### For Severe Allergy and Anaphylaxis What to look for



If child has ANY of these severe symptoms after eating the food or having a sting, **give epinephrine.**

- Shortness of breath, wheezing, or coughing
- Skin color is pale or has a bluish color
- Weak pulse
- Fainting or dizziness
- Tight or hoarse throat
- Trouble breathing or swallowing
- Swelling of lips or tongue that bother breathing
- Vomiting or diarrhea (if severe or combined with other symptoms)
- Many hives or redness over body
- Feeling of "doom," confusion, altered consciousness, or agitation

**SPECIAL SITUATION:** If this box is checked, child has an extremely severe allergy to an insect sting or the following food(s): \_\_\_\_\_. Even if child has MILD symptoms after a sting or eating these foods, **give epinephrine.**

### Give epinephrine! What to do

1. Inject epinephrine right away! Note time when epinephrine was given.
2. Call 911.
  - Ask for ambulance with epinephrine.
  - Tell rescue squad when epinephrine was given.
3. Stay with child and:
  - Call parents and child's doctor.
  - Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes.
  - Keep child lying on back. If the child vomits or has trouble breathing, keep child lying on his or her side.
4. Give other medicine, if prescribed. Do not use other medicine in place of epinephrine.
  - Antihistamine
  - Inhaler/bronchodilator

### For Mild Allergic Reaction What to look for



If child has had any mild symptoms, **monitor child.**

Symptoms may include:

- Itchy nose, sneezing, itchy mouth
- A few hives
- Mild stomach nausea or discomfort

### Monitor child What to do

Stay with child and:

- Watch child closely.
- Give antihistamine (if prescribed).
- Call parents and child's doctor.
- If more than 1 symptom or symptoms of severe allergy/anaphylaxis develop, use epinephrine. (See "For Severe Allergy and Anaphylaxis.")

## Medicines/Doses

Epinephrine, intramuscular (list type): \_\_\_\_\_ Dose:  0.10 mg (7.5 kg to less than 13 kg)\*  
 0.15 mg (13 kg to less than 25 kg)  
 0.30 mg (25 kg or more)

Antihistamine, by mouth (type and dose): \_\_\_\_\_ (\*Use 0.15 mg, if 0.10 mg is not available)

Other (for example, inhaler/bronchodilator if child has asthma): \_\_\_\_\_

Parent/Guardian Authorization Signature

Date

Physician/HCP Authorization Signature

Date

# Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Child's name: \_\_\_\_\_ Date of plan: \_\_\_\_\_

## Additional Instructions:

## Contacts

Call 911 / Rescue squad: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

## Other Emergency Contacts

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_