



## EverWild Forest School Camp Guidebook

To update this Template:

1. Make a COPY, then add the date of revision to the footer of the cover page
2. Edit/remove the highlighted sections in accordance with the season of Camp you're creating a new Guidebook for
3. Update the Table of Contents before finalizing

# Hello, *EverWild Families!*

Hi friends! Welcome to EverWild Forest School's exciting camps! My name is Amy Petersen, and I'm the Summer Camp Director at EverWild Forest School.

As the Treasure Valley's original Forest School, we've created a one-of-a-kind camp experience for your Wild One. Whether your child is registered for just one of our seasonal camps or all of them, I'm confident they'll have the best time ever. The curriculum for each one of our themed camps has been thoughtfully curated by our experienced educators, and we can't wait for your kiddo to experience all the fun activities, games, and lessons we have planned!

We've put together this handy Guidebook to help you navigate the ins and outs of our policies and procedures. If you have any questions, please don't hesitate to reach out to me at [Amy@EverWildForestSchool.org](mailto:Amy@EverWildForestSchool.org). I'll be your main point of contact through your child's summer experience with us.

See you in the Wild!



**Amy Petersen**

Operations Manager & Camp Director  
EverWild Forest School

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## Quick Overview

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### Registration Steps

1. Full payment is required at the time of enrollment on our website.
2. Follow the emailed instructions to create a Brightwheel account.
3. Complete the registration forms in Brightwheel by Friday at 4:00 p.m. the week before camp.
4. Camp details will be available in Brightwheel two weeks before camp begins.

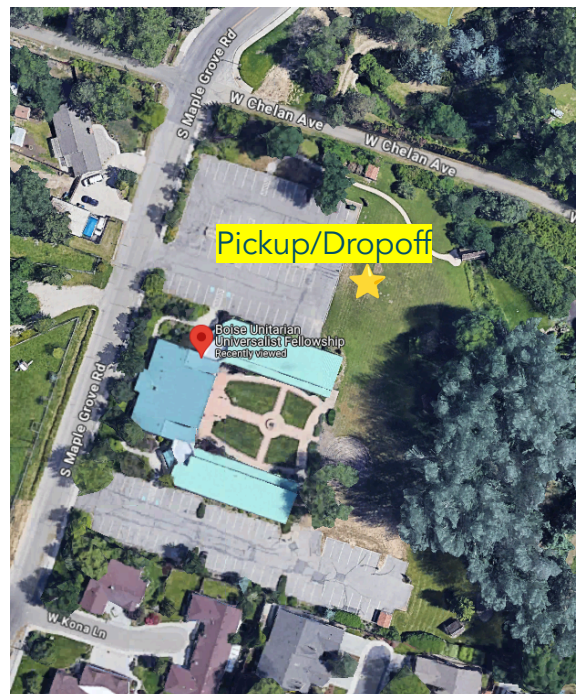
*Your child's enrollment will not be finalized until all enrollment forms are complete in Brightwheel.*

## Camp Details

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### Fall Break Camp:

- Ages: 4 - 8
- Cost: \$180 per child
- Location: 6200 N Garrett St, North Parking Lot



### Winter Break Camp:

- Ages: 4 - 9
- Cost: \$200 per child
- Location: 6200 N Garrett St, North Parking Lot

### Spring Break Camp:

- Date: March 17 - 20, 2025
- Time: 10:00 am - 2:00 pm
- Ages: 4 - 9
- Cost: \$200 per child
- Location: 6200 N Garrett St

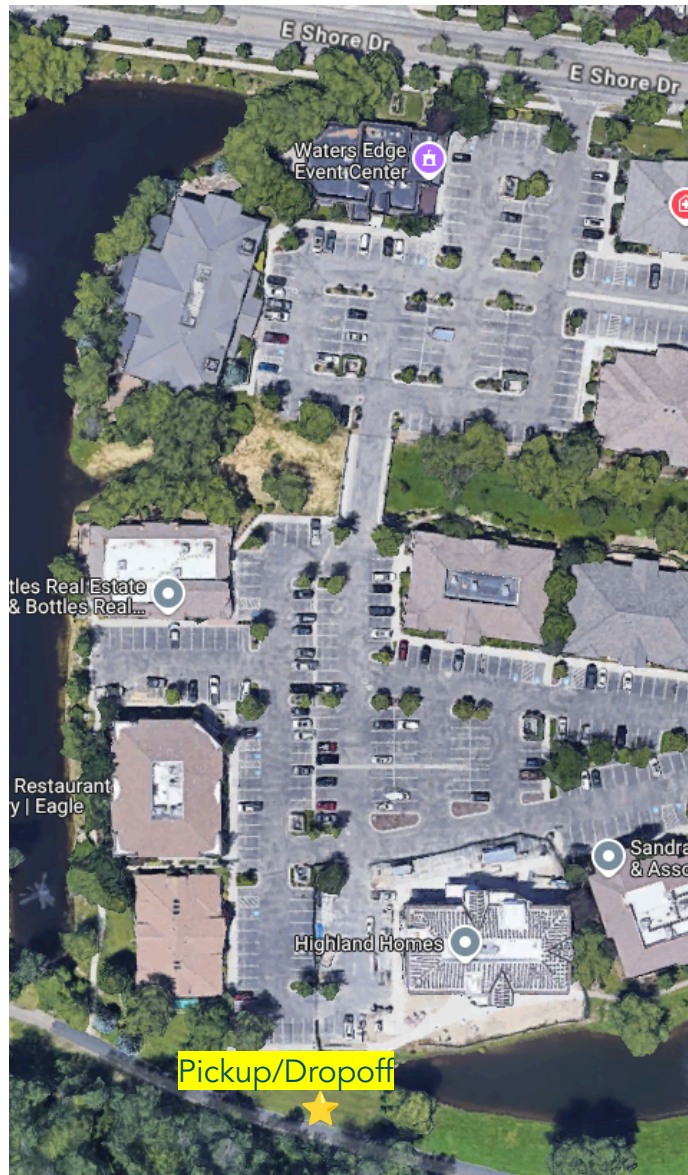
### Summer Camps:

- Dates: June - August
- Schedules:
  - 5-day camps: \$289 per week
  - 4-day camps: \$235 per week
  - 3-day camps: \$189 per week
  - Friday Add on: \$60
- Time: 9:00 am - 2:00 pm
- Ages: 4 - 11 (campers will be separated into 4-6 and 7-11)
- Locations:
  - Veterans Memorial Park- [930 Veterans Memorial Pkwy Boise, Idaho](#).
    - Meet at the south parking lot off Stilson Rd (not the playground area)





- Eagle Greenbelt- [1001 S Bridgeway Pl, Eagle, ID 83616.](#)
  - Parking is located in the business parking lot off E Shore Dr. near St. Luke's Rehabilitation



## Refunds and Withdrawals

- Camp fees cover all class materials and include a \$25 non-refundable administration fee.

- All cancellation requests must be submitted via email to [Amy@EverWildForestSchool.org](mailto:Amy@EverWildForestSchool.org) **at least three (3) weeks** before the camp starts to receive a refund, less \$25 administration fee.
- No refunds will be issued for cancellations made less than three (3) weeks before the first day of camp. Additionally, no refunds will be provided if a student fails to attend, is dismissed due to misconduct, or withdraws for any other reason.
- If you wish to switch your camp week to another, please contact [Amy@EverWildForestSchool.org](mailto:Amy@EverWildForestSchool.org), but availability is not guaranteed.

## Registration Form and Liability Waiver

All registration forms on Brightwheel must be completed and signed in Brightwheel by Friday at 4 p.m. before the first day of camp. Forms must be completed on a desktop computer or web browser on your phone (not the app).

The Registration Forms, Liability Form, and Media Consent Form are all required even if your child has been enrolled with us previously. **Your forms will be kept on file in your Brightwheel account for the duration of the summer, and therefore, you only need to submit them once to attend multiple camps.**

## Accommodations

EverWild Forest School aims to offer inclusive programs that meet the emotional, developmental, and physical needs of all our students. Should children require specific accommodations, we will work with your family to the best of our ability to determine if we have the resources to provide the level of care that ensures a high-quality experience for your child.

## Class Cancellations

In the event of severe weather, extreme heat, or other unforeseen issues, camp cancellation or early pickup may be required. In the case of a full-day cancellation, a check in the amount equal to 50% of the cost of the canceled day will be mailed to the address on file. The remaining 50% will go to our teachers and other fixed costs (insurance premiums, etc.). Cancellation announcements will be made through Brightwheel.

Please see our [Health & Wellness Policy](#) for weather-related class cancellation thresholds.

## Late Pick-Up Policy

It is the parent's responsibility to ensure that children are picked up at their scheduled times. We allow for a 5-minute grace period for pick-up. If you are unable to pick up your child at the scheduled time, you must notify your child's Camp Counselors via Brightwheel. If a parent cannot be contacted after the 5-minute grace period, it is our policy to call an emergency contact. If parents or emergency contacts cannot be reached after 15 minutes, authorities will be called to ensure the safety of the child.

A late charge of \$3.00 per minute will be assessed to those families picking up children after the 5-minute grace period. You will receive Late Pick-Up fees on your next invoice.

Late fees are due regardless of inclement weather, traffic delays, or other situations that may arise. Repetitive late pickups may result in the withdrawal of your child.



# Rules and Expectations

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As with any program, EverWild Forest School implements rules of respect and safety. In terms of behavior, we do not tolerate bullying, shaming, name-calling, or any unwelcome physical touch.

## Camp Rules

1. Keep myself safe
  - Follow teacher's directions
  - Stay with the group
  - Tell your teacher if you don't feel safe or respected
2. Respect the safety and feelings of others
  - Use kind words
  - Respect body boundaries
  - Use kind actions

Rules related to safety are described in more detail in our [Risk Management section](#).

EverWild Forest School recognizes that children are still developing self-regulation skills. While committed to supporting them, if a child's behavior consistently jeopardizes safety or well-being, the school may consider unenrollment as a last resort. Efforts will be made to collaborate with families to find solutions.

The school also maintains high expectations for its teachers, emphasizing growth mindset language, consent, and modeling respectful behavior. Teachers promote sharing through turn-taking rather than coercion and do not force apologies.

# What to Bring

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## Gear

The following is a list of recommended gear to set every camper up for success! Please check the weather before sending your child to camp to ensure you have the correct gear.

- » Durable backpack
- » Full reusable water bottle(s) with at least 32 ounces of water
- » Packed lunch
- » 2 snacks
- » Sunscreen
- » Durable shoes
- » Sun hat in summer, beanie in cold weather
- » Change of clothes
- » Extra gloves and socks
- » Towel for summer camps
- » Light sweater/jacket

If shopping at Oaki.com, use code EVERWILDFOREST at checkout for 25% off!

## Snacks and Lunch

Please pack hearty snacks and lunch for your child. If your child has a severe allergy, please make a note in your registration form, and your child's group will be instructed to avoid bringing specific items.

## Labeling Items

Please send ALL items labeled with your child's name. Without a physical building, we are unable to designate a lost and found area, and we want all of your child's belongings to return safely each day. [Shop custom, waterproof labels here.](#)

*Each purchase made through our unique link will automatically generate a 20% commission that will go towards Everwild Forest School's scholarship fund.*

# Health & Wellness Policy

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## Illness

To reduce spreading illness, please keep your child at home if they have:

- Had a fever (100.4°F or higher) within the last 24 hours
- Persistent cough
- Vomited or had diarrhea within the last 24 hours
- Open sores associated with Hand, Foot, and Mouth Disease

Children must be fever-free for 24 hours (without fever-reducing medications) before returning to camp. We trust your judgment on keeping your child home should they be exhibiting COVID-like symptoms, including headache, lethargy, and body aches.

## Water

Please have your child bring 32 ounces of water in their backpack each day.

## Sunscreen

If sunscreen is sent with your child, we will reapply it halfway through the day.

## Handwashing

We will assist each child in using an alcohol-based hand sanitizer after using the toilet and before eating. Please send your child with your sanitizer should you prefer something different than what we provide.

## Toilets

All participants must be able to independently use the toilet during camps. Camp Counselors may assist younger children if needed. We also offer children the chance to urinate outside near a designated tree/bush at least 100 ft from water and in an adequately private area.

We do not have plumbed toilets or sinks while in the forest. Our restroom is a portable “Luggable Loo” bucket toilet lined with a plastic trash bag containing sawdust. The potty is housed in a portable privacy pop-tent. Once a child is done using the potty, a teacher will remove the bag, tie it off, and place it in a thick industrial trash bag. The child will be assisted by a Camp Counselor to ensure thorough hand washing.

## Comfort

We will be outside in all weather, so please ensure your child is prepared. Please let us know if you need assistance with acquiring appropriate gear for your child.

Camp Counselors will be mindful of temperature, precipitation, and wind chill, as well as of the physical and emotional state of the children. A nylon pop-up tent and/or tarpaulin will be used in the event of hail or heavy downpours.

## Risk Management

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Our outdoor sites are evaluated often for possible hazards including but not limited to heavy, dead, overhanging branches; damaged trees; high or dangerous water; and, evidence of human disturbance (trash, vandalism, etc.). Elements of the site that are deemed hazardous will be mitigated through removal, avoidance, or cancellation of class if needed.

Our goal is to allow reasonable risk-taking, balanced with watchfulness for true safety hazards.

### Climbing

Children are permitted to climb as high as they are comfortable at the discretion of the Camp Counselors and must be able to reach that height by themselves. Camp Counselors are prohibited from lifting students up to a place that they cannot reach by themselves and students are reminded that they should be able to get down themselves from anywhere that they climb.

### Throwing

Children are permitted to throw sticks, acorns, and other natural objects AWAY from the group, and away from trails or other places people might be walking. Camp Counselors will help define throwing zones when needed.

### Exploring

Site boundaries are clearly communicated to the students before and during each class, and children are always directly in sight of a Camp Counselor. Students who deliberately run from or leave the group after a maximum of two “warnings” will be asked to withdraw for safety reasons (a “warning” consists of sitting down with the student and working to understand the root of the flight behavior). Camp Counselors will work with the student to develop ways to mitigate the flight behavior, including incorporating caregivers into the discussion.

### Stinging Insects & Toxic Plants

If a child is stung by an insect, an incident report will be filed, and Children’s Benadryl or other approved antihistamine will be administered should a reaction occur. If a child

is stung above the shoulders, an approved adult must pick them up and monitor for any reaction.

Poison ivy is an abundant native plant in Idaho and is prolific along all stretches of the Greenbelt. Camp Counselors are trained in identifying this toxic plant and carry soap/wipes specially formulated to wash away the ivy's irritating oil (urushiol).

## Wild Edibles

Camp Counselors will explore some basic, easily identifiable wild edibles with children (huckleberries, blackberries, and western salsify, for example). As part of this exploration, children are taught to never eat anything from nature without permission from an adult.

## Sticks

Playing with sticks is part of childhood. We know that children will collect, carry, swing, dig, throw, and sword fight with sticks. Children are taught how to handle sticks safely. Fantasy play, including sword fighting, is generally acceptable if the play does not involve physical contact and the level of imaginary violence is not distressing to children who are not involved in the game. Camp Counselors will redirect play that crosses physical or emotional safety boundaries.

## Water

Many of our explorations take us to the banks of the Boise River. Camp Counselors are responsible for identifying areas of water play that are safe for wading. Children are only allowed to wade in shallow streams and pools and may not enter water higher than the middle of their shins. Children are always closely supervised, especially when playing in and around the water.

## Ice Play

Prior to allowing students to walk on ice, teachers must evaluate the area to determine the approximate depth of the water underneath. Students may walk on ice with no more than approximately 6 inches of water underneath. If the depth of water cannot be determined, students shall not be allowed to walk on the ice.

# Inclement Weather

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EverWild Forest School uses the National Oceanic and Atmospheric Administration (NOAA) Weather tracking software, [Clime](#), to track all weather. [Breezometer](#) is used to track the Air Quality Index.

The forecasted weather conditions are monitored at least two hours before the start of class. Class will be canceled should the weather prove hazardous. Cancellation announcements will be made in the Brightwheel app as well as via email.

## Heat

If the temperature reaches 99°F, pickup will be required after 90 minutes. For example, if the temperature reaches 99°F at 1:30 pm, caregivers will be notified in Brightwheel that pickup will be at 3:00 pm.

## Cold

Late Start: 1-2 hours later than the normal start time, the pickup time will not change due to late start.

Canceled: NO CAMP, all camps are canceled

Camp may be subject to cancellation if the forecasted ambient temperature falls to 19°F or lower for a continuous duration exceeding 90 minutes during camp hours. It's essential to be aware that once the air temperature drops to this level, the risk of hypothermia for children increases significantly.

In situations involving low temperatures and precipitation, the possibility of implementing one-hour late starts will be considered to prioritize the safety of our students. Exposing wet clothing to cold temperatures can lead to the onset of hypothermia in a matter of minutes.

## Snow

Camps will not be canceled for typical winter conditions like light snow, cold mornings, or isolated patches of ice, as they do not pose substantial risks necessitating closure.

In the event of severe weather conditions that could potentially create significant hazards, camp may either be postponed or canceled, with the decision based on the severity of the conditions.

Notifications regarding Snow Days will be sent through Brightwheel messages.



## Air Quality

Exposure to PM2.5 and ozone are hazardous to children's health. Due to our extended time outdoors, we've created the following Air Quality policy to keep our students and teachers safe in the wake of increasing smoke pollution during the latter parts of the summer season.

Although an AQI of 130 is considered relatively safe for adults, the length of exposure must be considered. Most of our teachers work outside all day, all week long, and we do our best to balance our policies with their exposure and the needs of our students.

Camp will be canceled if the Air Quality Index (AQI) is 130 or higher using the following parameters:

Camp will be canceled if...

- » the AQI is 130 at least 45-minutes before the start of class and is predicted to remain at 130 or higher for 90-minutes or more from the start of class.
- » the AQI is predicted to reach 130 within 90-minutes from the start of class.

Early pick-up will be required if...

- » the AQI is predicted to reach 130 within 90 minutes from the end of class.

To reduce the risk associated with an accumulation of PM2.5/ozone exposure, classes that meet for two or more consecutive days have additional safety protocols:

Camp will be canceled if...

- » the AQI is predicted to be 115+ for 90-minutes during the scheduled class time for the following day after a 115+ AQI  
*E.g., If the AQI on Monday is 115+ and class went on as scheduled, and Tuesday was predicted to be 115+, we would cancel Tuesday. If the AQI on Wednesday is predicted to be at 115 but we canceled Tuesday, we would continue with classes on Wednesday, provided the AQI remains under 130.*

## Lightning

If lightning is detected within 10 miles of the camp location, or when thunder is heard or cloud-to-ground lightning is seen, play will be suspended and pickup will be required immediately.

Caregivers will be notified via Brightwheel and phone call. Students will be moved to the nearest temporary indoor building for pickup. Partially enclosed shelters, like park pavilions, are not safe during lightning events.

## Wind

Camp sessions will be canceled for the remainder of the day if wind speeds remain at or above 22 mph for a continuous hour or more during camp hours. In the case of a

wind advisory forecasting gusts of 40 mph or higher and if the camp location doesn't have open spaces, there might be a delay until conditions improve, or a decision to cancel the entire day.

In the presence of a wind advisory, classes can take place in open areas away from trees.

### Cancellations at EverWild's Discretion

Early pickups or cancellations may be necessary if students exhibit signs of significant discomfort, even if the specified temperature and weather thresholds are not met. The school aims to foster resilience in children while avoiding undue stress.

Please note that EverWild Forest School does not provide refunds for cancellations related to weather or climate conditions.

## Emergency Action Plan

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Our staff are trained in risk analysis and contingency planning; however, as in any school setting, injuries and emergencies may occur. EverWild Forest School has developed the following Emergency Action Plan to prepare for and mitigate unexpected events.

### Injuries

Minor injuries may be treated with a first aid kit. An Incident Report and private message will be completed in Brightwheel for all injuries over 2" long that break the skin or involve the head or genitalia.

In the event of a more severe injury such as possible concussion, fracture, burn, laceration (1/4" deep or more), etc. one Camp Counselor will attend to the student and apply first aid while the other will contact the caregiver or the emergency contact. In the event of an emergency, ambulatory services may be contacted first prior to alerting the caregiver to initiate emergency medical care that is outside of our Camp Counselors' realm of experience.

### Emergencies

In the event of an emergency, such as severe head trauma, anaphylaxis, major fractures, excessive bleeding, or external threat, the following procedures will be followed.

- » All activities will halt and group safety will be prioritized.
- » The lead Camp Counselor will contact emergency services.
- » Patients will be triaged and emergency first aid will be initiated as instructed by emergency dispatch instructions.
- » One Camp Counselor will meet emergency services at the entrance of the property, if possible.
- » One Camp Counselor will contact Parents/Caregivers and Emergency Contacts as soon as practicable via phone call.