



# Parent Information Packet

**STUDENTS WILL BE EXPECTED TO ADHERE TO THE FOLLOWING POLICIES. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING YOUR VISIT TO SEACAMP SAN DIEGO.**

SEACAMP San Diego  
PO Box 711310 ♦ San Diego ♦ CA 92171  
(800) SEACAMP ♦ Fax (858) 268-0919 ♦ [seacamp@seacamp.com](mailto:seacamp@seacamp.com) ♦ [www.seacamp.com](http://www.seacamp.com)

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## Registration Forms Information

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Registration forms will be given to you by your group leader as a section of the Student Registration Packet. Please make sure all required parent signatures and initials are filled out correctly prior to submitting. It will save a lot of time all around, if forms are completed correctly. All original Registration Forms are required – scanned, faxed, or electronically signed forms will not be accepted.

Please note, we are not able to accept Registration Forms that have been altered or modified. If you would like SEACAMP San Diego to have additional information regarding your student, please include on Registration Form A or on the back of Registration Forms. Additionally, students that have a “No” for water activities on Registration Form C will be “non-participants” at SEACAMP San Diego. As non-participants, students would not be able to participate in any of the water activities including the boat trip. Please look over your sample schedule to see how much they would be sitting-out of activities. Also please see the Staffing & Safety session under Health, Safety and Hygiene for information on in-water safety, etc.

### Required Forms

- Information Forms A – D:        Contain information for you and your student to review and keep
- Registration Form A:        Complete everything that is applicable to your student – including health insurance information on the form or attaching a copy of the insurance card. SEACAMP will let you know upon receiving your paperwork if we require additional forms for medical issues.
- Registration Form B:        Double check signature is complete
- Registration Form C:        Double check initial and signature are complete

### Questions

If you would like to talk to us or have questions for us regarding any of the forms, please call the office at 1-800-SEACAMP.

## Tuition

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### Payments & Due Date

SEACAMP San Diego requires a non-refundable deposit (amounts vary). All payments will be submitted to your school group leader. Payments will either be made out to SEACAMP San Diego or school/group entity – please double check with your school group leader before completing payment. Please make sure all payments have your student’s name in the memo line of the check. RETURNED CHECKS: There is a \$25.00 service charge for all returned checks. Replacement payment with service charge must be received to SEACAMP one week after notification.

Payment due dates can be found in your Student Registration Packet. Some groups set up a series of payment dates (including air- or bus-fare deposits and payments) that your group leader will have you input into Information Form D in your Student Registration Packet. Or, your group leader may give you a separate payment schedule.

### Cancellation Policy

SEACAMP San Diego deposits are non-refundable. From 30-60 days prior to your session date, final payments can be refunded. Less than 30 days prior to your session date, tuitions are non-refundable.

Individual student cancellations must be submitted to the school or group leader in writing. The group leader must sign, date, and then send the request immediately to the SEACAMP San Diego. Refunds are based on the date that requests are received.

## Travel

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Travel to and from San Diego is to be arranged by the group leader or school and is not covered in the SEACAMP San Diego tuition. SEACAMP San Diego provides complimentary airport pick-up and drop-off. If your student will be traveling separately from the rest of the group, please talk to the group leader to ensure you have the proper authorization, directions, time frames for arrival and departure, and any additional required paperwork.

## Luggage

Students should be able to carry their own luggage, and bags should be able to be stowed neatly underneath bunks while at camp. Please also take a look at the “What Not to Bring” section for a list of items not permitted at camp. For students traveling by air luggage must follow TSA guidelines and individual airline restrictions ([www.tsa.gov](http://www.tsa.gov)).

## Communication

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While your student is with us, we are excited to give him or her an “unplugged” experience. Time away from the computer, TV, and cell phone means more time for learning, interacting, and being out in the field and on the water. This unique unplugged experience allows your student to truly engage with other students and all of the activities in which he or she will be participating.

### Cell Phone Policy

Attending groups will have one of the following cell phone policies. The specific cell phone policy for your group is stated in your Student Registration Packets on Information Form B.

**1. No student cell phones will be permitted.** Some groups decide that cell phones are not a good addition to the camp experience and opt for no cell phone use/communication during session. Any cell phones brought to camp will be collected, turned off, and returned on departure.

For most families, it is the parents who find it difficult to cut ties with their student during camp. Students are engaged with new activities, friends and busy schedules – no news is good news! Parents may feel reassured to know that we will, of course, contact them if their child is having insurmountable difficulties or medical issues while at camp.

**2. Limited access to cell phones once per day allowed during free time.** Parents should be reminded that, as always, there is no accommodation for charging phones at camp and phones will be off and out of student’s possession for the day’s activities. Cell phones will be collected and turned off upon arrival at camp, and then redistributed for use. Cell phone access will be limited to students’ free time before dinner.

If you will be communicating with your child while he or she is with us, please think about his or her situation. Positive messages of love and support or family updates are always great for students to receive. Letting your camper know about distressing or upsetting news from home, at a time when he or she is away from family members to give perspective and support, is probably not ideal for the family as a whole. Leaving more emotional news until he or she returns may be the best thing you can do. If you have upsetting information and are unsure whether to communicate it to your student, contact SEACAMP and we can discuss the best course of action.

## Social Issues

SEACAMP San Diego staff members have training and experience to assist students varying social or homesickness issues that may arise. However, SEACAMP Staff cannot address or help remedy situations they are not made aware of. Our staff will counsel students about their feelings and work together to find solutions to fit your child's specific needs. Please remember calling home is sometimes the worst, not the best, remedy for homesick students. Be assured, in the event of an emergency or needed communication SEACAMP staff will contact parents.

## Before Camp Starts

We feel strongly that parents prepare their child for a visit away from home, especially if this is your student's first residential experience. Even experienced campers have personal issues that change from year to year. Talk about the positive side of whatever "firsts" your student will be experiencing or goals they are striving toward. Please avoid stressing the downside of being away from home – we have found that lengthy discussions of being sad, lonely or scared can be self-fulfilling prophecies. Please know, our staff will recognize when a student is truly uncomfortable with an activity.

We are very serious in stressing that no student negatively impacts any other student's camp experience. Behavior that threatens, injures, or intimidates another student will not be tolerated. Parents and students should go over the camp rules together and discuss family expectations of student behavior while at camp.

Be sure to include the importance of communicating with SEACAMP San Diego staff members when you are discussing time at camp. Instructors can only remedy ills we know about or witness; some students are quiet about their needs or problems. We try to hire a diverse staff so that even reserved students will be able to find someone they identify with and trust. Reinforce the importance of telling instructors about any questions or concerns your student may have. It is also helpful to discuss parent expectations regarding sun exposure, appropriate attire, hygiene and hydration, etc. prior to camp attendance.

## Emergency

If you have upsetting information and are unsure whether to communicate it to your student, contact the school, your group leader or the SEACAMP San Diego office to discuss the best course of action. However, if you need to communicate immediately with camp, please follow your school/group's procedures for an emergency, or leave an emergency message at the SEACAMP San Diego office phone number (1-800-SEACAMP). Instructions for leaving an emergency message will be provided. Emergency messages will be relayed to staff immediately.

If your child becomes ill or injured while attending SEACAMP San Diego, we will, of course, make sure that parents are kept informed about the situation and progress. Whenever possible, parents will be included in decisions regarding their child's care. In the event of an emergency, we will contact parents first, but if we are unable to reach them, we will then contact the emergency adult listed on Registration Form A of the Student Registration Packet. Information regarding emergency prescription medications can be found under Health, Safety and Hygiene - Medication at Camp section.

## Health, Safety and Hygiene

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### Illness & Injury Prior to Camp Attendance

Please use serious discretion if you are presented with an ill student prior to his or her departure for SEACAMP. We understand that everyone will be looking forward to and planning on camp

experiences – but *please* do not send sick a student. Once at camp, the daily activity level and communal dorm space does NOT add up to a recuperative environment. We also ask that you consider the health of the rest of the students and the SEACAMP San Diego staff. Injuries that severely limit levels of participation can also greatly change your child's camp experience. Please speak with you group leader or call the office at 1-800-SEACAMP to discuss your options in the event your student's health is an issue as soon as you are able. SEACAMP will make every effort to assist and offer a solution.

### Staffing & Safety

SEACAMP San Diego Marine Science Instructors possess at least a college degree and are Red Cross certified in First Aid, CPR for the Professional Rescuer and Lifeguarding – including oxygen administration training and first aid for marine hazards. All staff members have been finger printed with the Department of Justice & FBI and all have Class-B commercial driver's licenses. SEACAMP San Diego does not retain a nurse on staff but we are within close proximity of emergency care and are in a 9-1-1 service area and while on the boat trip, we are in Coast Guard range. Additionally, all staff are trained to administer emergency medications such as an inhaler or epi-pen, if a student was unable to administer the medication on his or her own.

SEACAMP San Diego staff are with students 24/7 providing supervision and instruction. The amount of staff varies depending on the schedule. During snorkeling, there is one lifeguarded staff member with every seven students and staff members will have a rescue tube with them. All water activities require students to wear full-length, 7mm wet suits (which makes them buoyant). The only exception is during kayaking when students will wear Coast Guard-approved PFDs (Personal Flotation Device – a 'life jacket'). In the controlled environment of camp, evening activities will have 2 to 4 staff members depending on the activity. During overnights, one female instructor will be in the dorm with the girls, and the boy's dorm will be staffed with one male instructor. The staff members with the group have access to a cell phone at all times.

### Health at Camp

SEACAMP Staff cannot address or help remedy situations they are not made aware of. Sometimes students who are experiencing discomfort or minor illness are reluctant or embarrassed to tell staff about their particular health issue. Students need to inform staff or an attending chaperone of any health problems or concerns. If your child becomes ill or injured while attending SEACAMP San Diego, we will, of course, make sure that parents are kept informed about their student's situation and progress. Whenever possible, parents will be included in decisions regarding their child's care.

SEACAMP San Diego Instructors remind students to keep their dorm space clean and clear, shower regularly, wear clothing appropriate to the day's activities and bring water bottles with them for the day's activities. Two of the most important things for a successful camp experience is staying well-hydrated and sunburn free. Staff members remind students to apply and reapply sunscreen and drink water throughout the day. Students have access to water and sunscreen all day – even when we are in the field for the day. It is helpful to discuss parent expectations regarding sun exposure, appropriate attire, hygiene and hydration, etc. prior to camp attendance. Ultimately, it is the student's responsibility to stay well-hydrated and sunburn free.

### Medications at Camp

Our Registration Forms ask parents to provide information about medical conditions, allergies, prescription and over the counter medications, etc. Our staff should be aware of medications that students should be taking. Student information is confidential and stays with SEACAMP staff at all times.

Please check with your group leader or school to clarify their policy regarding student medications. For some groups, school chaperones take responsibility for prescription medications and their distribution. Otherwise, students will be responsible to hold and administer any required prescription medication. SEACAMP San Diego does not retain a nurse on staff and is not authorized to hold or administer prescription medication to students. In the case of students with emergency prescription medications such as an inhaler or epi-pen, our staff will identify those students and mark their day-packs with a bright ribbon to identify the student and the medication. If a student was unable to administer his or her emergency medication, our staff would be able to administer the medication for them. Please note, students must bring their prescribed medications with them to camp. SEACAMP does not stock any prescription emergency medications.

With over-the-counter medications, completed Registration Forms provide us with a written list of what the child takes on a regular basis (Advil, Aspirin, Midol, etc.) and students bring their own supply. We have added a list of OTC medications that we stock at camp that may be available to your students if necessary, and parents may give permission to make these medications available, if necessary.

### Seasickness

If your schedule includes our Floating Classroom or All-Day boat trip, students and chaperones prone to seasickness may want to consider bringing over-the-counter medications or other anti-seasickness preparations with them. Many students, having never been on a boat before, are unsure whether or not they are subject to seasickness. A prior history of motion sickness is a good indicator. It has been our experience that Dramamine can make some too sleepy to enjoy themselves on the trip. The non-drowsy Dramamine formula or Bonine are other options, and they can be effectively taken after symptoms begin. Ginger and pressure point bands are among the non-medicinal remedies.

### Diet

SEACAMP San Diego will do its best to accommodate allergies/special diets, but there is a limit to what we can do with our caterer and the food preparation limitations at camp. If your child is a picky eater in addition to dietary restrictions, we strongly recommend that you pack individually-wrapped items he or she will enjoy that fit within his or her needs. This food will be stored in our small on-site kitchen. Students with food allergies will be required to complete and return an additional Food Allergy Form to give us further information regarding severity/symptoms/usual treatment of the allergy, existence/location of Epi-pens, etc. This form will be given to you by your group leader.

If necessary, we are able to arrange for all meals in a session be without nuts or nut products. Unfortunately, we are not able provide a gluten-free diet/environment for an entire. Parents should also remember that our meals will still contain foods made in a kitchen that uses nut, gluten, soy, dairy and fish/shellfish products, even if we request that they not serve items containing these ingredients during a visit. If the student has dietary requirements that we are unsure we can accommodate, SEACAMP may request a comprehensive list of what the student can/cannot eat and recommend a list of what foods the student should bring with him or her. Even diets as seemingly simple to describe as “vegetarian” or “kosher” have a wide range of variation within them. Please be specific as to what your student’s requirements are (i.e. for vegetarians: ovo-lacto, lacto-vegetarian, vegan) so we can make sure our caterer understands what your child can and cannot eat, and see if we can accommodate those requirements.

## Special Needs

We are dedicated to supporting and encouraging students to overcome personal challenges and reach personal goals. However, if your student has a medical condition or physical limitations, there may be limits to his or her level of participation while at camp. Some students with more serious limitations may require a level of care too advanced for what we can provide here at SEACAMP.

Additionally, some medical conditions or special situations may require additional forms, information, or a physician's release returned to us. Once we receive a student's initial paperwork, we will follow up with further documentation as needed. As the parent, you are in the best position to know what your student can and cannot handle – if you have questions, please give our office a call and we can discuss your child's specific situation. If your student has a rigorous or unusual prescription schedule, we want to make sure that our staff is aware of what he or she is supposed to be taking and when. Please check with your group leader or school to clarify their policy regarding student medications. For some groups, school chaperones take responsibility for prescription medications and their distribution. Otherwise, students will be responsible to hold and administer any required prescription medication. SEACAMP San Diego does not retain a nurse on staff and is not authorized to hold or administer prescription medication to students. However, staff will provide general medication reminders at breakfast and dinner.

## Facilities, Housing and Meals

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### Facilities

SEACAMP San Diego is located on Mission Bay, approximately 10 miles north of downtown San Diego. Our marine science facility provides us with lab & workshop facilities that are tailored for the specific needs of our program and include a classroom with a running seawater system, a full aquarium room with touch tanks, a shark tank with live specimens, microscopes, and the added security of private beaches.

### Housing

Students will be housed in a traditional open style dorm equipped with bunk beds. We have two large dorm rooms, one for female students and one for male students. Students are assured 24-hour supervision by our SEACAMP Marine Science Instructors that spend the night in the dorm facilities with the students. Students bring their own bottom sheets, sleeping bags and pillows. Adults staying onsite will be housed in the dorms with the students. Dorms are separated by a courtyard area, which encloses a safe space to play games and hang out, and provides a sunlit outdoor area for the tables for meals or alternate lab space. Bathroom are across the courtyard with separate facilities for males and females. Each bathroom is equipped with toilet facilities and separate curtained showers.

### Meals

SEACAMP will only be providing those meals included on chosen schedule. SEACAMP San Diego provides all meals that are included on your schedule. Meals are supplied by our caterer and are prepared in their kitchen. Breakfasts and dinners are usually cafeteria-style and served at our camp facility. Lunches are "brown-bag" style and usually eaten in the field. Meals are delicious and varied, well-balanced and include fresh fruits and vegetables. However, snacks are not



included. If your student will need more than the meals provided, please have them bring individually wrapped snacks in a bag labeled with his or her name. Snacks will be stored and available daily to students.

## Rules and Behavior

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Parents should go over camp rules with students before the SEACAMP session. We find that a thorough discussion of parent expectations in terms of behavior in advance reduces issues with students while at SEACAMP. Please realize that although our instructors will be doing their best to make everyone's camp experience fun and exciting, we also need to ensure safety and security for all students at the same time.

### General

1. Courteous, considerate behavior is expected at all times. Any behavior that compromises another students' comfort or enjoyment of the program will not be tolerated.
2. Students are expected to be at their assigned location at the appointed time.
3. The responsibility for all personal items must be the student's. SEACAMP and its agents cannot assume responsibility for lost or stolen items.
4. It is the student's responsibility to inform one of the camp counselors of:
  - a. Illness
  - b. Injury
  - c. other problems
5. Any student using alcohol, tobacco, drugs or committing any illegal act will be sent home immediately at the parent or guardian's expense.
6. Possession of any items which may be considered dangerous (i.e. knives, etc.) or behavior which may compromise the safety of others will not be tolerated.
7. No roller blades, skates, skateboards, surfboards or skim boards will be allowed at SEACAMP. If brought, SEACAMP will ship the items home at the parent or guardian's expense.
8. Electronics, including but not limited to: game consoles, computers, tablets, e-readers and TV, DVD and MP3 players, are not permitted at SEACAMP. Additionally, personal cell phone use is not permitted for the duration of camp. Student cell phones will be turned off and collected upon arrival then returned upon departure from camp. Any electronic items found at camp may be returned for a flat \$50.00 shipping fee and student may be sent home at parent/guardian expense.

### In the Dorms

1. Dorms may not be left after lights out.
2. Noise must be kept to a level that takes others into consideration.
3. No open food, snacks or drinks allowed in dorms.
4. No males in female dorms and no females in male dorms.
5. Students are expected to respect others' property and possessions.

### In the Vans

1. Seat belts must be worn at all times.
2. Voices should be kept at a moderate level.
3. No horseplay.
4. No open food or drink.
5. Seating areas must be kept clean.

# What to Bring

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## Packing List

This is a complete list of items from your Registration Packet, Information Form B. Bring enough clothing for the duration of your camp session.

◆ All clothing should be clearly marked with Student Name for identification purposes ◆

### Bedding

- Sleeping Bag\*                       Fitted Bottom Sheet (twin size)                       Pillow

\*Other bedding such as quilt, bedspread or top sheet is acceptable

### Clothing

- |                                     |                                       |                                                                 |
|-------------------------------------|---------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Shorts     | <input type="checkbox"/> Pajamas      | <input type="checkbox"/> 2 pair of shoes – one with closed toes |
| <input type="checkbox"/> Socks      | <input type="checkbox"/> Hats         | <input type="checkbox"/> Sunglasses w/ lanyard                  |
| <input type="checkbox"/> Long Pants | <input type="checkbox"/> Swim suit x2 | <input type="checkbox"/> Jacket/Windbreaker                     |
| <input type="checkbox"/> Shirts     | <input type="checkbox"/> Sweatshirt   | <input type="checkbox"/> Sweatpants                             |
| <input type="checkbox"/> Underwear  |                                       |                                                                 |

### Toilet Articles

- |                                              |                                     |                                                       |
|----------------------------------------------|-------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Toothbrush          | <input type="checkbox"/> Sunscreen  | <input type="checkbox"/> Prescription medicine*       |
| <input type="checkbox"/> Beach towel         | <input type="checkbox"/> Soap       | <input type="checkbox"/> Non-prescription medication* |
| <input type="checkbox"/> Shampoo/Conditioner | <input type="checkbox"/> Comb/brush |                                                       |
| <input type="checkbox"/> Shower towel        | <input type="checkbox"/> Toothpaste |                                                       |

\*All medication should be indicated on Registration Form A.

Personal items such as make-up, nail polish, hair dryer, etc. should be left at home.

### Miscellaneous

- |                                              |                                                                    |                                       |
|----------------------------------------------|--------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Day/back pack       | <input type="checkbox"/> Pens/Pencils                              | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Notebook or journal | <input type="checkbox"/> 2 plastic bags (for dirty or wet clothes) |                                       |

### Optional Items

- Camera/camera accessories\* - digital camera and GoPro OK, no cell phone cameras
- Books, cards and games
- Stationary and stamps

### Money

We recommend students bring no more than \$75 cash with them to camp. All meals, housing, and entrance to attractions are covered in tuition. The only money students would need is for the purchase of souvenirs, etc.

## **Personal Water Gear**

SEACAMP will provide all students with wetsuits, masks, snorkels, fins, and boogie boards (body boards). Students are welcome to bring their own masks, snorkels, booties, fins, or other personal water gear. The wetsuits we use here at SEACAMP are 7mm thickness (1/4"), full suits. We also have hoods and hooded vests for student use. Students will be unable to use their personal wetsuits thinner than 7mm while at camp. Any and all personal gear should be clearly marked, and a personal gear bag (also labeled) is recommended. Students are responsible for their own gear while at SEACAMP San Diego.

## **What Not to Bring**

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### **Electronics**

Electronics, including but not limited to game consoles, computers, tablets, e-readers and TV, DVD and MP3 players, are not permitted at SEACAMP. Please see the "Cell Phone Policy" under Communication for cell phone policy.

### **Drugs, Alcohol, Weapons**

Any student using alcohol, tobacco, drugs, or committing any illegal act will be sent home immediately at the parent or guardian's expense.

Possession of any items which may be considered dangerous (i.e. knives, etc.) or behavior which may compromise the safety of others will not be tolerated.

### **Miscellaneous**

No roller blades, skates, skateboards, surfboards or skim boards will be allowed at SEACAMP. If brought, SEACAMP will ship the items home at the parent or guardian's expense.