



## Historians in Training: Jr. Archivist Summer Camp Parent Information and Policies Packet 2024

The Tennessee State Library & Archives is delighted to host your camper for our Historians in Training: Jr. Archivist Camp this summer! We've provided this handy guide to prepare you and your camper for this exciting week (June 10-14, 2024). Please read this document carefully, and then sign and return the final page to the Summer Camp Director, Casey Swank, at [casey.swank@tn.gov](mailto:casey.swank@tn.gov).

### Items to Bring:

- Water/water bottle
- Packed lunch
- Sunglasses, sunscreen, and/or a hat for outdoor playtime
- Closed-toed, comfortable walking shoes
- Backpack, if desired
- A book or quiet activity for before/after case, if desired
- Emergency medication, if required

*Note: Any medication that is required should be taken before or after the program. Emergency medication must be carried and administered by the child. Please notify the Summer Camp Director if your child has any potentially life-threatening conditions or allergies that may need to be recognized quickly in the event of an emergency.*

### Items Provided by TSLA:

- Mid-morning water and snack (Goldfish, pretzels, fruit snacks, or something similar)
- Mid-afternoon water & snack break (Goldfish, pretzels, fruit snacks, or something similar)
- Camp materials (writing utensils, folders, activity-related materials, etc.)
- Library & Archives-branded, metal water bottles
- Certificate of completion

### Camp Structure:

Camp is arranged into a full day (9:00am – 3:00pm) session. The theme of the camp is Tennessee history and archival training, but campers will also explore other related fields such as librarianship and genealogy. The camp is designed for 8 – 12-year-olds. Camp is capped at twenty campers, and the ratio is one staff member for every six children or less.

**Location:**

Most of the camp's activities will take place at the Tennessee State Library & Archives in downtown Nashville. Our address is 1001 Rep. John Lewis Way North, and we are located next to Bicentennial Capitol Mall State Park.

For specific activities, campers and staff may also travel on foot to nearby historic destinations, such as the Tennessee State Museum and Bicentennial Capitol Mall State Park. All locations will be within a few blocks of the Library & Archives.

Parents/Guardians give permission for campers to travel for field trips on foot.

**Drop-off/pick-up times at the Library & Archives:**

Morning Drop-off: After 8:45am (camp begins at 9:00am)

Afternoon Pick-up: 3:00pm

Before care and after care are available for a combined \$20/day (if you only need one extended care option, the cost is \$10/day). Before care and after care must be arranged prior to the camper's arrival for the first day of camp on June 10, 2024.

Before care hours: 7:30 – 9:00am

After care hours: 3:00 – 5:00pm

Please pick up your camper(s) promptly. If you are dropping off or picking up any time other than those defined above, please contact the camp director in advance as campers may not be at the Library & Archives.

**Policies**

**In order to register for the Historians in Training: Jr. Archivist Summer Camp, parents/guardians are required to thoroughly read and agree to all of the below policies. Any questions or concerns can be emailed to the Summer Camp Director, Casey Swank, via email at [casey.swank@tn.gov](mailto:casey.swank@tn.gov).**

**Sign-in and sign-out**

A parent/guardian is required to sign-in and sign-out your camper every day.

Parents/guardians can designate additional adults to pick-up or drop-off a child, but these individuals must provide photo identification to staff. Please indicate all other adults who may pick-up or drop-off the camper on the camper registration form.

## **Emergency Authorization**

In the case of any emergency, Tennessee State Library & Archives staff will make every effort to contact the parents/guardians or designated emergency contacts (submitted on the camper registration form). If these contacts cannot be reached, Tennessee State Library & Archives staff will obtain emergency medical treatment for the camper. Parents/guardians will be responsible for medical expenses incurred.

## **Behavior Issues Policy**

The Tennessee State Library & Archives wishes to protect the safety and welfare of all our campers. In order to maintain a safe and fun environment, our camp staff may implement various techniques to manage occasional misbehavior. These may include time-outs or losing the privilege to participate in a particular activity. Depending on the severity of the behavior, parents may be asked to pick-up their child early from camp, but only after the issue has been discussed with the Summer Camp Director.

If a camp staff member documents extreme or recurring negative behavior that is considered to be endangering to other participants, the Summer Camp Director will meet with the parents/guardians to discuss the behavior issues, and the child may have to leave camp. The Tennessee State Library & Archives reserves the right to remove campers who do not adhere to the behavior policy. In this instance, no refund will be given.

*Negative behavior includes, but is not limited to:*

- Uncooperative or violent behavior
- Not listening to camp staff
- Not respecting the rights/space of others
- Running away from camp staff
- Theft or vandalism

## **Photography policy**

Throughout the week of camp, staff may take photographs and videos of campers participating in activities. These photographs and videos may be used to advertise future camps to families or highlight a Library & Archives program to the public. Please carefully read and sign our media release form at the end of this document.

## **Refund/Cancellation Policy**

Withdrawals must occur at least two weeks prior to the start of camp session in order to receive a refund. No refund will be given if a cancellation is made within two weeks to

the start of the session. If the Tennessee State Library & Archives must cancel the camp for unforeseen reasons, parents/guardians will receive a full refund.

### **Release of Liability**

Parents or legal guardians approve and give permission for their child to participate in all activities as part of the Tennessee State Library & Archives' Historians in Training: Jr. Archivist Summer Camp. Parents/guardians acknowledge that the activities carried out during camp carry certain risks for the participant. Parents/guardians have independently reviewed and evaluated the risks and determined to allow participation in the activities and programs with full knowledge and acceptance of the risk.

Parents/guardians, to the extent permitted by law, and on behalf of him/herself, his/her dependents or wards, heirs, executors, administrators and assigns agrees to and hereby releases and forever discharges the State of Tennessee, the Tennessee State Library & Archives, and its employees, officers, agents, and volunteers from any and all liability for damages, loss or personal injury arising out of or related to registrant's participation in youth programs.

### **Camp Contact Information**

Casey Swank (Summer Camp Director)

Tennessee State Library & Archives

Email (*Preferred Contact Method*): [Casey.Swank@tn.gov](mailto:Casey.Swank@tn.gov)

Direct Office Phone: (615) 253-6470

Front Desk Phone: (615) 741-4191

## Historians in Training: Jr. Archivist Summer Camp Policies and Procedures, 2024

*By providing my signature, I **confirm** that I have thoroughly read and agreed to the Tennessee State Library & Archives' Policies and Procedures regarding the Historians in Training: Jr. Archivist Summer Camp 2024*

Parent/Guardian Signature: \_\_\_\_\_

Camper's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

