

GET READY FOR
ADVENTURE!



FOREST ACADEMY
HANDBOOK
AND
SAFETY PLAN



A nature-based Montessori learning community
where children are encouraged to explore

 **Placing Learners First**

TABLE OF CONTENTS

WELCOME LETTER.....	3
SECTION 1: INTRODUCTION.....	4-6
What is Camp Adventure? Year-Round Use of Camp Adventure Academic Expectations Motto and Mission Statement	
SECTION 2: ENROLLMENT.....	6-7
Enrollment and Registration Registration and Supply Fees Re-enrollment Process Dismissal Policy	
SECTION 3: GENERAL INFORMATION.....	8-12
School Hours Direct Transport Option Late Drop-Off Procedures Departure from Camp Adventure Authorized Pick-Ups Photo and Video Use Behavior Management	
SECTION 4: HEALTH AND SAFETY.....	12-15
Health and Medical Services Toileting at Camp Adventure Medication Policy Sunscreen and Bug Spray Lyme Disease Prevention Allergies	
SECTION 5: CLOTHING AND GEAR.....	15-17
General Clothing Guidelines Seasonal Gear Expectations Change of Clothes Water Activity Requirements Footwear and Jewelry Outdoor Play Expectations	
SECTION 6: COMMUNICATION & WEATHER POLICY.....	18
Daily Outdoor Learning & Weather Adjustments Communication with Families Emergency Communication Extreme Weather Policy	
SECTION 7: EMERGENCIES AND INJURIES.....	19
Accidents and Injuries	
SECTION 8: MEALS AND SNACKS.....	20
Meals and Snack at Camp Adventure	
SECTION 9: CELEBRATIONS.....	20-21
Birthday Celebrations Holiday Celebrations	
SECTION 10: OUTDOOR EDUCATION PRACTICES.....	21-22
Use of Fire at Forest Academy Eating, Drinking, and Cooking Outdoors	

Dear Parents and Guardians,

Welcome to Camp Adventure Forest Academy School, a nature-based Montessori learning community where children are encouraged to explore, discover, and grow through hands-on experiences in the natural world.

We are excited to offer a high-quality, year-round educational program for PreK and Kindergarten students, with the vision to expand. Our unique approach blends the Montessori philosophy with outdoor education, ensuring your child receives a developmentally appropriate, engaging, and joyful learning experience each day.

This Parent-Student Handbook is designed to serve as a clear and helpful guide. Our goal is to build a strong partnership between home and school by outlining what you can expect from us—and what we hope to receive in return. Open communication is vital to our shared success, and we want to eliminate any confusion or unmet expectations before they arise.

At Camp Adventure, we are committed to:

- Creating an environment where Montessori principles guide freedom of choice, independence, and self-directed learning through hands-on materials—both inside and outdoors.
- Providing developmentally appropriate practices that meet the needs of each child through active exploration, problem-solving, and discovery.
- Supporting the growth of each child in all areas: language, social-emotional development, intellectual and creative development.
- Promoting equity and inclusion, ensuring all children are treated with respect and dignity, regardless of race, religion, gender, language, or ability.
- Working collaboratively as a staff team to create a safe, healthy, and nurturing environment, grounded in trust and mutual respect.
- Integrating Social-Emotional Learning (SEL) and nature-based experiences that help children build empathy, emotional regulation, and strong relationships.

We believe learning doesn't stop at the classroom (or forest edge!). Parents are our partners in reinforcing these values and lessons at home. We invite you to grow with us, learn with us, and be a part of the Camp Adventure community.

Thank you for trusting us with your child's early learning journey. We look forward to a joyful and adventurous school year together.

Section 1: Introduction

Camp Adventure Forest Academy is a Montessori-inspired, nature-based program for Pre-K and Kindergarten students. As a satellite of Grissom Elementary, we focus on hands-on learning, exploration, and child-led discovery in an outdoor setting.

This handbook is designed to communicate our philosophy, policies, and expectations clearly. Please keep it handy for reference throughout the year. We may update it periodically and will share any changes with families.

What is Camp Adventure?

Camp Adventure is a beloved and historic part of the Muncie community. Established in 1939, it began as a summer camp for the Boys Club and has grown into a cherished learning space thanks to the dedication of the Muncie Noon Optimist Club and countless community members. Today, Camp Adventure sits on 41 beautiful acres of woodland and open spaces just outside Muncie. In June of 2025, Muncie Community Schools assumed ownership of the Camp Adventure facility.

Over the years, generous donations and hard work transformed Camp Adventure into a fully equipped outdoor education site, complete with trails, a lodge, dining hall, cabins, and even a small lake. It is more than a camp—it's a place where children learn through hands-on exploration and build confidence, independence, and a deep connection to nature.

At Forest Academy, Camp Adventure serves as our classroom. Students spend their days learning and growing in this outdoor environment, following Montessori principles that support child-led discovery and meaningful experiences. Whether exploring the woods, engaging in sensory work, or participating in group activities, your child will be immersed in a rich, developmentally appropriate learning experience every day.

We're proud to call Camp Adventure home—and we're excited for your child to be a part of its continuing story.

How will Camp Adventure Learning Center be used throughout the year?

Camp Adventure is a unique and versatile space that serves many purposes throughout the year, including outdoor education programs for schools, team-building experiences for businesses, and special events. While Camp Adventure does host field trips and corporate groups, rest assured that Forest Academy will always have its own dedicated space and schedule.

Your child's learning environment is our top priority. We take great care to ensure that any outside events are scheduled separately and do not interfere with your child's

day-to-day experience. When other groups are on site, Forest Academy students will continue their activities in peaceful, uninterrupted areas of the camp.

In fact, the variety of programs at Camp Adventure only strengthens our mission. They allow us to continually invest in the property, maintain its natural beauty, and provide your child with a rich, safe, and inspiring outdoor classroom year-round.

We are excited to share this one-of-a-kind setting with your child, and we're committed to making sure they thrive in a calm, nurturing, and engaging environment every single day.

What can parents expect academically?

Forest Academy is a PreK/K satellite classroom of **Grissom Elementary** that blends Muncie Community Schools' academic curriculum with a nature-based, child-centered approach. We believe children learn best through active exploration, guided choice, and meaningful connection to their environment.

Our classroom is a **prepared environment**, meaning all activities are intentionally set up based on each child's developmental readiness. This encourages confidence, independence, and a genuine love for learning.

At Forest Academy, **the classroom extends across the entire Camp Adventure property**—including our indoor space, outdoor classroom, shelters, trails, mud kitchen, and more. Learning happens wherever curiosity leads, and every corner of camp is designed to support children's growth.

We follow a consistent daily rhythm that includes:

- **Morning Circle:** A time to gather, reflect, and set intentions for the day.
- **Outdoor Exploration:** Nature walks, gardening, play, and observation.
- **Learning Stations:** Activities aligned to student readiness, supporting literacy, math, and social-emotional growth.
- **Storytelling & Reflection:** A calm time to process the day's experiences and build communication skills.

Academically, students engage in programs like **CKLA (Core Knowledge Language Arts)** and **UFLI (University of Florida Literacy Institute)** for strong foundational learning. Concepts in math, science, and language are often explored using natural materials and hands-on experiences. PreK classrooms will use Creative Curriculum teaching strategies.

Students will travel between **Grissom Elementary** and **Camp Adventure** daily, maintaining a connection to their base school while benefiting from a rich outdoor learning environment. Parents may also choose pickup/drop-off at Camp Adventure.

At Forest Academy, your child will grow in every way—academically, socially, emotionally, and physically—through purposeful play and meaningful engagement with nature.

Motto

Discover. Learn. Thrive.

Mission Statement

The mission of Forest Academy is to nurture the whole child through a Montessori-inspired, nature-based education that fosters curiosity, independence, and a lifelong love of learning. Through hands-on exploration and community connection, we empower children to grow with confidence, compassion, and a sense of wonder.

Section 2: Enrollment

Enrollment in Forest Academy is completed through **Muncie Community Schools'** enrollment system. When registering your child, **please select Grissom Elementary as the school location.** Forest Academy is a satellite PreK/K program of Grissom, and your child will remain connected to Grissom as their home school throughout the year.

If you have any questions about enrollment or need assistance with the process, please contact the Grissom Elementary office or the Forest Academy team directly.

Registration and Supply Fees

There are fees associated with the Forest Academy for the PreK students enrolled in the program. These fees are similar to the fees found in our other building PreK programs. The fees for the Forest Academy PreK students are \$100/week. These can be paid through check, cash, money order, or online at MySchoolBucks. These fees help us maintain a rich, hands-on learning environment for your child.

There are no weekly fees for Kindergarten students.

In addition, all families will need to provide all-weather outdoor clothing to ensure students can comfortably learn outside in all seasons. These items are found in the “Outdoor Gear Requirements” section.

We encourage all families to ensure their child is well-equipped for the elements—rain, snow, sunshine, and everything in between. The goal is to keep students comfortable and ready to learn, no matter the weather!

Re-enrollment

Re-enrollment invitations for Forest Academy are typically extended each year, but are not automatically guaranteed. Decisions are made thoughtfully by the Forest Academy team in collaboration with Grissom Elementary administration, based on each child's progress, social and emotional growth, and the alignment between the family and the goals of the program.

Our goal is always to ensure that Forest Academy remains the right fit for each child and family.

Re-enrollment materials will be shared in early spring and should be returned by the deadline provided. While we do not charge a re-enrollment fee, families must respond by the due date to reserve their child's place for the upcoming school year.

If forms are not received by the deadline, we will assume your child is not returning, and the space may be offered to a child on our waiting list.

Dismissal

At Forest Academy, we are committed to providing a positive and supportive learning environment for all students. However, we reserve the right to discontinue service for any student if deemed necessary. Decisions will be made based on the child's ability to succeed in our program and whether the environment is conducive to their growth and development.

If a student presents a danger to themselves, the teacher, or other students, or if their needs exceed the scope of services that we can provide, we reserve the right to **cont'd....**

ask the family to make alternative arrangements for their child's care and education. Our primary goal is to ensure the safety, well-being, and success of all students within our program.

Section 3: General Information

School Hours

The typical daily schedule for Forest Academy at Camp Adventure is as follows:

- 7:45 AM: Students arrive at Grissom Elementary for breakfast.
- 8:15 AM: Students are bused from Grissom to Camp Adventure to begin their school day.
- 2:30 PM: Students will be picked up from Camp Adventure and bused back to Grissom Elementary for dismissal.
- 2:55 PM: Parent pick-up at Grissom Elementary.

Direct Transport Option:

If you prefer to drop off and pick up your child directly at Camp Adventure, the schedule would be from 8:30 AM to 2:30 PM, with parent pick-up at 2:30 PM at Camp Adventure.

Please note that Camp Adventure does not provide wraparound care. If additional before or after-school care is required, please make arrangements directly with the YMCA school-age child care at Grissom Elementary. (This care is only available for students in K-5)

Late Drop-Off

Children should arrive at Grissom Elementary by 8:00 a.m. if they are riding the bus to Camp Adventure. The bus will leave shortly after breakfast is served.

If you arrive after the bus has departed from Grissom, you will need to bring your child directly to Camp Adventure. Please park upon arrival and call the Camp Director or message your child's teacher to ensure your child is escorted safely to their appropriate location on the property.

To avoid disrupting the learning environment, we ask that parents do not enter classrooms or learning areas once the day has begun. Children will be encouraged to transition independently to their group.

Thank you for helping us keep the day running smoothly for all students.

Departure From Camp Adventure

Students will depart Camp Adventure at 2:30 p.m. to return to Grissom Elementary for dismissal.

Buses will arrive and pull into the front loop of the main building at Camp Adventure for loading.

Parents picking up their child directly from Camp Adventure should:

- Park in the back gravel lot near the telephone pole before picking up your child or pull behind the buses and remain in your vehicle until it is safe to load your child.
- Wait until the buses have safely pulled away before pulling forward to retrieve your child.
-

This helps ensure the safety of all students and staff during dismissal.

Authorized Pick-Ups

For your child's safety, only individuals listed on the authorized pick-up list will be allowed to take a child home from Camp Adventure or Grissom.

If someone not listed will be picking up your child:

- You must contact the Grissom Elementary office before noon on the day of the change.
- The office will notify your child's teacher, or you may also send a message directly to the teacher via ParentSquare.
- The person picking up your child will need to check in at the office and present a valid driver's license, which will be photocopied for verification.

This ensures every child leaves safely and with the correct adult.

Photo and Video Use

At Camp Adventure Forest Academy, we use photos and videos as a meaningful tool to document children's learning, growth, and experiences in our unique outdoor and play-based setting. These visuals support authentic assessment by capturing your child's development through hands-on activities and exploration, rather than traditional testing.

Photos and videos may also be used to enhance classroom learning, foster peer connections, and strengthen the sense of community among students and families. In addition to internal documentation, images may appear in our newsletters, on Camp Adventure Forest Academy's social media platforms, in marketing materials, or in coverage by local media, with parental permission.

If you indicate that you do not want your child's photograph used for media or promotional purposes, Camp Adventure Forest Academy will fully honor that request.

Behavior Management at Forest Academy

At Forest Academy, we believe that all behavior is a form of communication. Our role is to guide children toward self-discipline, empathy, and positive social development. Inspired by both Maria Montessori's philosophy and Forest School principles, our behavior management approach is rooted in respect, relationship-building, and the development of internal control.

Guiding Principles

- Discipline is a developmental process. Children learn to self-regulate through meaningful work, thoughtful choices, reflection, and respectful relationships.
- Staff create a peaceful and respectful environment where children feel safe, valued, and supported.
- Our outdoor setting naturally encourages collaboration, risk-taking, and problem-solving, focusing on safety and mutual respect.

Expectations for Students Children are encouraged to:

- Respect themselves, others, and the natural world
- Care for their work, the work of others, and shared materials
- Use words to solve problems and express feelings
- Maintain a clean and safe environment
- Practice empathy, kindness, and responsibility

These expectations help students become positive, contributing members of our learning community.

Preventative and Supportive Approach

Forest Academy emphasizes prevention and support through:

- A carefully prepared environment with clear expectations and natural consequences
- Consistent routines and smooth transitions
- Adult modeling of appropriate behaviors
- Regular discussion of shared responsibilities and group norms

When misbehavior occurs, staff:

- Redirect behavior using positive language
- Offer choices and brief, clear explanations
- Help students reflect and problem-solve
- Use natural consequences or restorative conversations as appropriate

Supporting Self-Regulation and Emotional Growth

Developing emotional control and self-regulation is a critical part of early childhood growth. Staff support this by:

- Teaching emotional awareness and self-expression
- Modeling and coaching social-emotional skills
- Providing a quiet space or “thinking mat” when a child needs to calm down or reflect (typically one minute per year of age)
- Guiding children through reflection conversations:
 - What choice did you make?
 - Was that a safe/kind/helpful choice?
 - What could you do differently next time?

When Additional Support Is Needed

If a child exhibits ongoing or disruptive behavior, staff will:

- Document observations and patterns
- Communicate openly with families to find positive, supportive solutions
- Make environmental or instructional adjustments to meet the child’s needs

If a child’s behavior compromises their safety or the safety of others or significantly disrupts the group, a meeting will be held with the family and program leadership. In rare and extreme cases, if solutions cannot be found, the family may be asked to withdraw from the program.

- Document observations and patterns
- Communicate openly with families to find positive, supportive solutions
- Make environmental or instructional adjustments to meet the child’s needs

If a child’s behavior compromises their safety or the safety of others, or significantly disrupts the group, a meeting will be held with the family and program leadership. In rare and extreme cases, if solutions cannot be found, the family may be asked to withdraw from the program.

Forest School Behavior Values

Forest Academy promotes:

- Self-esteem, confidence, and motivation to learn
- Independence, collaboration, and responsible risk-taking
- Respect for the natural environment and one another
- Positive relationships and equitable treatment

Forest School staff will:

- Set and review appropriate boundaries based on safety and shared values
- Lead by example with care, respect, and positivity
- Reinforce positive behavior with specific feedback and encouragement
- Maintain awareness of each child’s developmental, emotional, and behavioral needs
- Place safety and mutual respect at the center of the Forest School experience

By fostering internal discipline, we help students grow into resilient, reflective, and compassionate individuals.

“Discipline is born when the child concentrates his attention on some object that attracts him/her not only with the useful exercise but with control of error.”
-Maria Montessori, *The Absorbent Mind*

Photos and videos may also be used to enhance classroom learning, foster peer connections, and strengthen the sense of community among students and families. In addition to internal documentation, images may appear in our newsletters, on Camp Adventure Forest Academy's social media platforms, in marketing materials, or in coverage by local media—with parental permission.

If you indicate that you do not want your child's photograph used for media or promotional purposes, Camp Adventure Forest Academy will fully honor that request.

Section 4: Health and Safety

Health and Medical Services at Camp Adventure Forest Academy

While Camp Adventure Forest Academy will not have a school nurse physically on-site, the Camp Director will remain in close contact with the nurse at Grissom Elementary and will notify all necessary parties if a student becomes ill or injured during the day.

If a student becomes ill while at Forest Academy, the Camp Director will assess the situation and determine whether the child needs to be sent home. The parent or guardian will be contacted, and the student will be released to their care. Students are not permitted to leave the program without appropriate communication and permission from staff.

Per school policy, students should be:

- Fever free (99.5° or lower)
- Vomit-free
- Diarrhea-free for 24 hours before returning to school.

All additional health and wellness procedures will follow the guidelines outlined in the general Muncie Community Schools Parent Handbook.

Toileting at Camp Adventure Forest Academy

Students will be encouraged to use the restroom before heading into the forest each day. While exploring and learning outdoors around Camp Adventure, a portable toilet will be available in a private pop-up tent. Students will use wipes to clean their hands after toileting, and hand sanitizer will also be readily available to promote hygiene.

Medication at Camp Adventure Forest Academy

If your child requires prescription or nonprescription medication during the school day, it must be provided in its original container. The medication will remain in that container at all times. For prescription medications, the label must clearly identify the name of the medication, the child's name, and detailed instructions for administration. For nonprescription medications, staff will follow the manufacturer's instructions as listed on the label.

Written permission from a parent or guardian is required via a Medication Permission Form for any medication to be administered. Staff will log the date, time, dosage, any observations or reactions, and their initials on the medication log after each administration.

Medications will be securely stored in the **main cabin medical office**, locked and out of reach. If appropriate, such as with inhalers or EPI-PENS, medications may be kept in staff medical kits for immediate access during outdoor activities.

Sunscreen and Bug Spray

At Camp Adventure Forest Academy, staff will ensure sunscreen and bug spray are applied daily as part of each child's routine. Families do not need to apply these products before arrival. If your child has any allergies or sensitivities to sunscreen or bug spray, please notify us in advance and send labeled, approved products for your child. Students without known sensitivities will use the products provided by the program unless otherwise instructed by their parent or guardian.

Lyme Disease Prevention

Camp Adventure's Forest Academy is a beautiful natural space that occasionally welcomes wildlife, including deer, which means ticks may be present in the environment. While the risk is low, we take precautions to keep children safe and informed.

To reduce the risk of Lyme disease and other tick-borne illnesses, our staff will guide students through a simple tick check of visible areas before leaving the forest each day. This helps us catch anything early and build awareness in a calm and age-appropriate way.

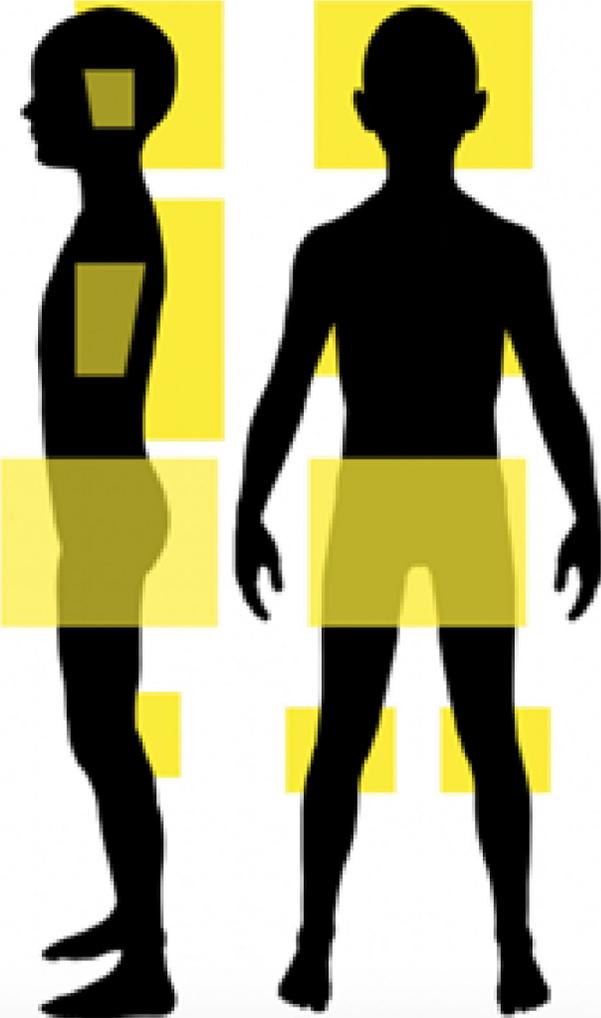
We strongly encourage families to include a more thorough tick check as part of their child's evening routine. Using a flashlight or headlamp can help you spot ticks in areas that may not have been visible at school, like behind the ears, along the hairline, under the arms, or around the waistband.

Ticks can look like tiny dark pinheads on the skin and may grow over time to the size of a small wart. If you find a tick, the safest way to remove it is with a tick removal tool like a tick twister. We have one in our First Aid kit at Camp Adventure, and they are also available for purchase at most local pharmacies or veterinary clinics.

For more guidance, refer to the visual below for a printable Daily Tick Check Guide to use at home:

WE'RE TickSmart™

Feel for bumps & look for tiny brown spots,
especially in these areas



Blacklegged or Deer ticks

Male 	Female 
	
Larva 	Nymph 
	

American Dog ticks

Male 	Female 
	

Lone Star ticks

Male 	Female 
	
Larva 	Nymph 
	

If your child has any allergies, please be sure to update this information in PowerSchool and notify Camp Adventure Forest Academy staff directly. Because students will be in an outdoor environment for the majority of the day, we must be aware of any food, environmental, or insect-related allergies. If your child requires medication such as Benadryl, an EpiPen, or other treatments, please complete a Medication Permission Form and send the medication in its original container. All allergy-related medications will be stored securely in the main cabin's medical office and accessible when needed.

Section 5: Clothing and Gear

Camp Adventure Forest Academy: What to Wear

At Camp Adventure, we believe that there is no such thing as bad weather, just unsuitable clothing! Our Forest Academy is all about exploration, adventure, and spending as much time as possible outdoors, so it is crucial that your child is dressed appropriately to enjoy every moment. Below, you'll find a helpful guide to ensure your child is ready for any activity, rain or shine.

General Clothing Guidelines

Please dress your child in layers so they can stay comfortable as temperatures change throughout the day. We often play in shaded areas where it can be colder, and layering is the best way to stay warm. Please be sure to dress your child in clothes that are durable and appropriate for messy play—we embrace mud and dirt, so leave the best clothes at home!

Clothing Essentials:

- **Waterproof Pants:** Essential for all weather! Thin waterproof pants in summer, thicker ones or ski pants in winter.
- **Full-Length Pants:** For protection while exploring. In colder weather, leggings, tights, or thermals can be worn under pants.
- **Warm, Wool/Fleece Socks:** Wellies (rain boots) can get very cold, so thick, warm socks inside wellies are essential.
- **Waterproof Boots:** Wellies are a must! Alternatives like snow boots or hiking boots are also fine. Make sure boots are warm, supportive, and easy to put on.

Cont'd....

- **Waterproof Coat:** Preferably with a hood, and warm for winter months. You may want to layer with an extra fleece jacket or sweater underneath.
- **Warm Hat & Mittens:** In colder weather, ensure your child wears a warm hat covering their ears and waterproof mittens. (Avoid knitted gloves, as they don't keep hands warm enough when wet.)
- **Long-Sleeve Tops:** To protect from stinging nettles, ticks, and biting insects, long sleeves are a must.
- **Sunscreen & Bug Spray:** While we apply these at camp, please be sure your child has any allergy-related products needed. Bring a sunhat during hot weather. (Feel free to purchase additional sunscreen/bug spray to help out the classroom.)
- **Water Bottle**

What to Expect in Different Seasons:

- **Spring/Fall:**
 - Rain boots
 - Rain jacket or sweatshirt
 - Rain Suit - [Check Amazon](#)
 - Sunhat
 - Layered clothing (jackets, sweaters, etc.)
- **Winter:**
 - Snow pants
 - Insulated, waterproof boots
 - Warm winter coat
 - Fleece-lined hat
 - Mittens (insulated and waterproof)
 - Scarf/neck cover
 - Wool/fleece socks
 - Warm base layers (thermals)

Change of Clothes:

Accidents happen, and we want to make sure your child stays comfortable. Additional clothing may be needed for various accidents, including outdoor and toiletry. Please send a change of clothing for your child, including underwear. Label everything with your child's name.

Water Activities:

Camp Adventure offers water activities during certain times of the year, including sprinklers and water play. Parents will have the option to opt out of these activities. If your child participates in water play, they will need:

- **Swimming suit** under their clothes.
- **Towel** and **water shoes**.
- **Complete change of clothes**, including underwear. Please label all items.

Cont'd....

Footwear:

We recommend shoes that provide good support and are suitable for outdoor activities. **Closed-toe shoes** are a must—**flip-flops** are not acceptable for safety reasons. **Rain boots, sneakers, or hiking boots** work best.

Jewelry:

To ensure safety during physical activities, please avoid sending your child with **bracelets, necklaces, or watches**. **Stud earrings** are acceptable if your child's ears are pierced.

Outdoor Play Every Day:

Children will spend the **majority of their day outside**. In extreme weather conditions (too hot or cold), we may take breaks inside to warm up or cool off. However, regardless of the season, children should always be dressed appropriately for outdoor play. Whether it's a sunny day or a rainy one, we will be outdoors, so please make sure your child is prepared for all conditions.

Stay Prepared:

In all seasons, we encourage you to send your child in clothes that can handle outdoor exploration and discovery. Your child will be moving, climbing, running, and playing—clothing should be comfortable, sturdy, and easy to move in.



Section 7: Communication and Weather Policy

Daily Outdoor Learning & Weather Adjustments

We plan for students to be at Camp Adventure daily as part of our outdoor learning environment. However, in the event of severe weather or an emergency, students will remain in their classroom at Grissom Elementary for the day. Any changes to the daily plan will be communicated promptly through ParentSquare.

Communication with Families

At Forest Academy, we value strong partnerships with families and believe communication is key. We use ParentSquare as our primary communication tool to share:

- Daily updates and classroom highlights
- Important reminders and event information
- Schedule changes or emergency notifications

Please check ParentSquare regularly and ensure your contact information is current. You will also receive direct contact information for your child's teacher and the Camp Adventure director.

Teachers are happy to chat briefly during drop-off and pick-up. For longer conversations, please email or message via ParentSquare to set up a time. We kindly ask that parents do not interrupt during class time or send written notes in lunchboxes.

Emergency Communication

In the event of an emergency involving your child, we will contact you or your listed emergency contact after ensuring all students are safe and emergency personnel (if needed) have been contacted.

Extreme Weather Policy

While we embrace outdoor learning in all seasons, safety always comes first. Forest Academy staff regularly check the weather to guide daily planning.

- Thunder & Lightning: Students will remain near or take immediate shelter indoors.
- Extreme Cold (approx. -13°F / -25°C): Outdoor time will be shortened or moved indoors based on conditions and student readiness.
- Extreme Heat (approx. 86°F / 30°C): Staff will limit outdoor exposure, prioritize hydration, and monitor for signs of overheating.

Student well-being, safety, and comfort are always our top priorities.

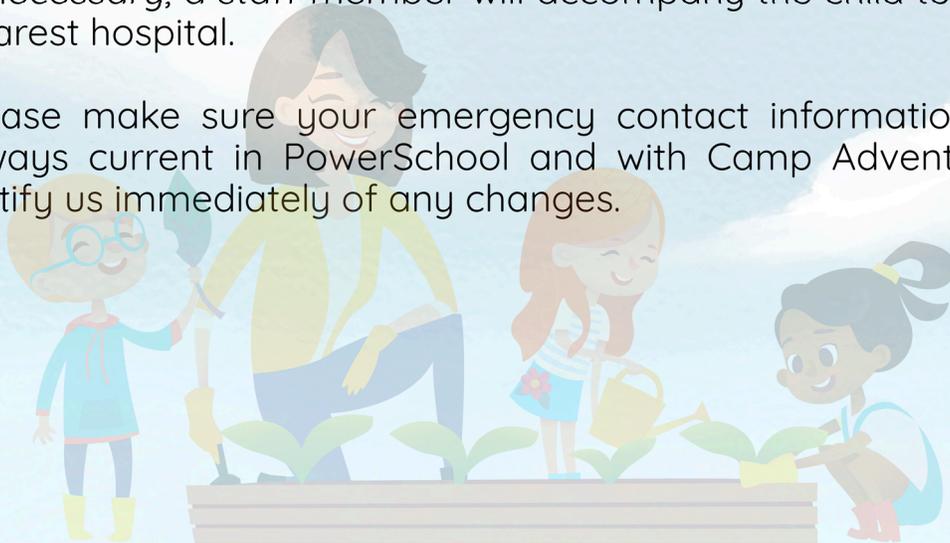
Section 8: Emergencies and Injuries

Accidents and Injuries

All Camp Adventure staff are trained in safety and first aid procedures. In the event of a minor injury, such as a bump, scrape, or small cut, staff will provide basic care, including cleaning the area with soap and water, applying a cold pack, and using a bandage if necessary. An incident report will be completed, and the parent or guardian will be notified at pickup.

For a serious or life-threatening injury, staff will call 911 immediately and contact the child's family as soon as possible. If a parent or guardian cannot be reached, we will contact the emergency contact listed on your child's enrollment forms. If emergency treatment or transportation is necessary, a staff member will accompany the child to the nearest hospital.

Please make sure your emergency contact information is always current in PowerSchool and with Camp Adventure. Notify us immediately of any changes.



Section 9: Meals and Snacks

Meals and Snacks at Camp Adventure

Each day, students will be provided with a sack lunch from Muncie Community Schools Food Service. If you prefer, your child is welcome to bring their own lunch from home. Please do not pack any food that requires heating, as students will not have access to a microwave.

Mealtime will be an opportunity for community building and socialization. Staff will join students for lunch to foster a positive and inclusive dining experience.

At certain times during the year, the Forest Academy teacher may ask parents to provide snacks to help support snack time for students. If your child has any dietary restrictions or food allergies, please update PowerSchool to ensure we are aware and can plan accordingly. If specific accommodations are needed, we ask that families provide what their child needs to safely participate.

Section 10: Celebrations

Celebrating Birthdays and Holidays at Forest Academy

Birthday Celebrations

At Forest Academy, birthdays and holidays are joyful times that bring our community together. We recognize that both personal celebrations and cultural holidays are meaningful, and we honor the diverse traditions that our families bring.

At Forest Academy, birthdays are celebrated in a special and meaningful way. During the birthday celebration, your child will participate in a candle-lighting ceremony in the classroom. The child will carry a globe while walking around a candle, which represents the sun. The child walks around the candle the same number of times as their age, symbolizing the passage of time and their growth.

If you'd like, you can arrange with your child's teacher to bring a birthday treat, following the school's nutrition policy. Simple treats like fruit or mini muffins are often the best choice for this occasion. All items should be store-bought.

Cont'd....

Holiday Celebrations

We will acknowledge and celebrate many holidays throughout the year. We recognize that different holidays and cultural events hold significance for each of our families. Families are encouraged to share their own cultural celebrations with the class in an age-appropriate manner. If you'd like to share a family tradition or a story about a holiday your family celebrates, please feel free to reach out to your child's classroom educator. We welcome these experiences as an opportunity to introduce children to the rich diversity of cultures and traditions within our community.

At Forest Academy, we celebrate the variety of ways families mark important days, and we use holidays as a chance to deepen our children's understanding of cultural diversity and inclusivity.

Section 11: Outdoor Education Practices

Use of Fire at Forest Academy at Camp Adventure

At Forest Academy, located at Camp Adventure, fire is an important part of our outdoor learning experience. We use fire thoughtfully to support lessons in science, storytelling, cooking, and building life skills, while fostering a deep respect for nature and safety.

For our Pre-K and Kindergarten students, fires are only introduced once children are comfortable in the forest setting and have shown they can follow clear safety expectations. Fires are always built and managed by trained Forest Academy staff, and strict safety protocols are followed at all times.

We use a designated fire circle that is marked with clear boundaries. Children are taught how to move safely around the fire and understand the rules of the fire space. Staff members lead these sessions with a strong focus on modeling safe behavior and using child-friendly language to reinforce expectations.

For family events or sessions with parent involvement, such as forest playdates or open houses, fire safety agreements are shared at the start of the session. Parents and caregivers are expected to closely supervise their child near the fire circle. A detailed fire safety risk assessment is maintained by Forest Academy and includes emergency procedures and fire suppression tools that are always available during fire use.

Our goal is to give children a safe, age-appropriate introduction to fire that promotes curiosity, confidence, and respect.

Eating, Drinking, and Cooking at Camp Adventure

At Forest Academy, part of learning in nature includes talking with children about how to keep themselves safe while eating, drinking, and exploring the forest.

We teach children that they should never eat or drink anything in the woods unless an adult has told them it is safe—this usually means waiting until designated snack times. We also explain that there are plants, berries, and fungi in nature that can be harmful, so we remind children to avoid putting their hands or fingers near their mouths or noses while exploring.

At snack times, we teach children the importance of handwashing with running water and mild soap, especially before eating. This helps keep everyone healthy and is part of our daily routine when snacks are offered.

Cooking over the campfire is a special part of Forest Academy. On occasion, we may prepare a simple snack like:

- Pancakes
- Popcorn (using a specially adapted popcorn popper)
- Damper bread or crumpets on sticks

These experiences are always led by trained adults, and children may help with cooking under close supervision. All cooking activities are individually risk assessed, and we make sure additional adults are present to maintain high supervision ratios during these times.

We view snack time as a social experience—a chance for children and adults to sit together, talk, and build community. While we do not serve snacks every day, when we do, we typically offer something simple like a piece of fruit, a small baked good (such as a flapjack or biscuit), and warm hot chocolate during the colder months.

We ask that every child come to school daily with a clearly labeled water bottle.

There may be times when we ask families to send in snack items if they'd like to contribute, but please know that snack time will not be a daily routine. We'll communicate with families in advance when snacks will be part of the day.