



# WLWV Summer Day Camp 2017

## Parent/Guardian Handbook

*Camp Fire Columbia is dedicated to providing the highest quality summer program for your family. All Camp Fire programs strive to be inclusive. Enrollment decisions are made without regard to race, religion, color, gender, gender identification, sexual orientation, and national origin. All reasonable accommodations will be considered with regards to youth who are differently-abled.*

*Described below are the basic policies Camp Fire uses to manage the program in which your child is enrolled. Please read the following information and do not hesitate to contact us with any questions.*

*In the event there are any changes to the Policies and Procedure listed in this handbook, Parent/Guardians will be given at least two-week written notice.*

### General Information

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#### Location & Phone

Cedaroak Park Primary School  
 4515 Cedaroak Dr.  
 West Linn, OR 97068  
 503-998-4529

#### Hours of Operation

Monday-Friday 6:30 AM – 6:00 PM

\*\*West Linn Day Camp **will be CLOSED on Monday, July 3<sup>rd</sup> and Tuesday July 4<sup>th</sup>, 2017.**

JUNE	
June 26 <sup>th</sup> – June 30 <sup>th</sup>	Session 1: Gumption, Glue, and Gadgets
JULY	
July 5 <sup>th</sup> – July 7 <sup>th</sup>	Session 2: Water World!
July 10 <sup>th</sup> – July 14 <sup>th</sup>	Session 3: Across The Universe!
July 17 <sup>th</sup> – July 21 <sup>st</sup>	Session 4: Magical Forest
July 24 <sup>th</sup> – July 28 <sup>th</sup>	Session 5: Wizards of Science
AUGUST	
July 31 <sup>st</sup> – Aug 4 <sup>th</sup>	Session 6: Nature Explorers
Aug 7 <sup>th</sup> – Aug 11 <sup>th</sup>	Session 7: Mysteries, Maps and Riddles
Aug 14 <sup>th</sup> – Aug 18 <sup>th</sup>	Session 8: Camp Rewind

### Registration, Payment, & Refunds

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#### Age Restrictions

As a licensed child care program, West Linn Summer Day Camp must follow state licensing requirements for school-aged programs. One of the requirements is that all participants must be between the ages of 5 and 12 when they attend program – no exceptions. Any incoming Kindergarteners must be 5 years old by their first day of camp. Any 6<sup>th</sup> and 7<sup>th</sup> grade students can enroll and attend program up until their 13<sup>th</sup> birthday. Please contact us if you have questions regarding this licensing requirement.

## Registration Deadline

Online registration is restricted 7 calendar days prior to the session start date **or** once the session is filled. To register within 7 days prior to session start date, you must call the registrars (see contact information at the end of this document).

**Drop Ins:** Drop In Registration will open up once online registration is closed and if space still remains available. The Drop In Rate is \$80.00 per Day. To register you would need to call the registrar's (see contact information at end of this document)

## Payment Structure

Upon registering you will automatically have the option to use the Summer Day Camp payment plan. There are three different payment deadlines stated in the chart below. Families enrolled in multiple weeks of day camp will only be required to pay for one payment deadline of care at a time. The chart below includes the payment deadlines for each registered session. Families are free to pay the remaining balance on their account any time before the deadline. **All payments are automatically deducted from the original payment source on the payment deadline stated below. If you choose to pay earlier than the deadline, you can log in and pay with a different method.**

If your child is registered for:	Deposit due:	Remaining balance due:
Session 1/2/3	At registration	June 16th, 2017
Session 4,/5/ 6	At registration	July 7th, 2017
Session 7/8	At registration	July 28th, 2017

**Late Payment Fee:** If payment is not received on the scheduled session payment deadline dates, a late fee of \$20 will be added to your account. **Campers will not be allowed to attend scheduled sessions if full payment has not been made by the day prior to the first date of each scheduled session.** Contact our registrars as soon as possible if you will be not be able to make a scheduled payment, we will do our best to work with families and their financial constraints.

## Accepted Forms of Payment:

**Electronic Check** from your bank account is our preferred method of payment. Credit Card charges incur a small fee with every transaction and that can add up. **We are a non-profit and every bit of savings helps.**

**Using Electronic Check method of payment saves us costs that we could put back into our programs.**

- **Electronic Check** from your bank account is our preferred method of payment.
- **Check or money order** made payable to Camp Fire Columbia. Send to:  
Camp Fire Columbia  
1411 SW Morrison St. #300  
Portland, OR 97205
- **Credit Card** from your account

### Discount per each child:

Register for 5 or more weeks of West Linn Day Camp and receive a **20% discount on each camp session**

**\*NOTE: Discounts only apply if you register for multiple sessions at one time within the same purchase and per child.**

### Financial Assistance for families that attended 2016-2017 Before and After School:

Any current financial aid will carry over from the 2016-17 BAS school year into Summer Day Camp 2017. *For example: if you receive 30% financial assistance on BAS school year fees, you will receive 30% financial assistance on summer fees as well.*

**\*NOTE:** If you do not currently receive financial assistance, you are free to apply after registration. If you are interested in applying for financial assistance, you can apply **after registration is completed and the session deposits have been paid**. Financial Assistance funds are awarded on a sliding scale and available through a confidential application process. Please allow two weeks to process an application. Applications and more information can be found [here](#).

**Families may utilize the session discounts or apply for financial assistance – they cannot be combined.**

### Refund Policy

**Cancellations:** Refunds vary depending on number of days cancelled prior to session start date. Cancellations must be in writing to [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)

More than 21 days before start of session:	Full refund, <b>except deposit</b>
21 days or less:	NO REFUND

\*Camp Fire does not refund for a program cancellation or change due to WLWV District mandated school closures including but not limited to unexpected building repairs or technical difficulties, emergency or inclement weather.

\*In the event of a medical condition that causes cancellation, a full refund will be given if we cannot move the child into another week of camp. Written notification from the family and physician are required.

\*If your child leaves camp early or arrives late due to accident, illness, homesickness, behavior problems, other activities to attend or camper or parent request, there will be no refunds or pro-rated fees.

### Late Pick Up & Fees

Children must be picked up by the end of program time, 6:00pm. Late fees will be charged for pick up after this time. A \$10.00 fee will be assessed for the first 1 to 15 minutes late, after 15 minutes, an additional \$1.00 per minute will be assessed. Failure to pay any additional fees may result in termination of care.

If a child is not picked up within 15 minutes after scheduled closing time, Camp Fire site staff will call parents/guardians and emergency contacts. If no one can be reached within 30 minutes after program end time, Camp Fire staff reserves the right to contact the Police Department and/or Child Protective Services to take the child until the Parent/Guardian is located. A consistent pattern of late pick-ups may be grounds for dismissal from program.

## Health & Safety

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### Program Participant Forms

Camp Fire Columbia and the Oregon Office of Child Care require that Program Participant forms be filled out every year. West Linn Day Camp uses Camp Management found at [Camp Management](#), a secure web-based company that facilitates and compiles participant information online. You will need your child(ren)'s immunization record(s) available when filling out their participant forms. Any unmarked medications cannot be dispersed; any other dosages outside of what is indicated on the label or on a doctor's note cannot be dispersed.

## **Anti-Vaccine Policy**

All children joining us this summer must have all their vaccinations **or** have a non-medical exemption form from their doctor. In the event of a breakout of a **highly infectious disease**, children without vaccinations may need to be sent home for the remainder of the week for their safety.

## **Accidents and Emergencies**

In the event of an accident, first aid will be administered and an incident report will be completed by Camp Fire staff. Parent/Guardians will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, the program will call 911 and contact the Parent/Guardian or emergency contacts provided with the youth's registration.

Day Camp will practice regular emergency drills including fire, earthquake, and lock down drills throughout the summer. Camp Fire emergency response procedures are aligned with the procedures outlined with WLWV school district. Staff are trained in emergency responsiveness and procedures are posted on site.

## **Medications**

Before the dispersal of medication at West Linn Day Camp the Parent/Guardian must complete and sign a medication dispense form – this form can be found in your orientation email and will be available to fill out on site.

### Medication, prescription or over the counter, must:

- Be handed to the Day Camp staff at the sign-in table on the first day of camp
- Be in its original container
- Include the camper's name
- Indicate proper dosages
- Include specific written instructions for use
- Be listed and described on Program Participant form

## **Allergies**

- Any camper with known allergies that could lead to severe allergic reactions must bring an appropriate treatment kit to camp.
- Any camper with asthma must bring medication for treatment. Even if the camper has not needed this medication recently, camp activities/locations, heat, and dust can aggravate symptoms.
- Food allergies or any dietary needs must be indicated during the registration process on the Program Participant Form in Camp Management

## **Lice Policy & Procedures**

Day Camp's lice policy states that campers must be bug free in order to attend and/or stay at camp. Therefore, if signs of live bugs are found we will contact Parent/Guardian to pick the child up from camp. Staff will perform regular lice checks on campers at least once a week – generally on Monday. Staff will handle any findings with the utmost discretion and care for confidentiality. In the case that a staff member finds lice on a camper the staff will notify the Day Camp Director or Assistant Camp Director who will in turn inform the camper's Parent/Guardian. A Parent/Guardian or authorized adult will need to pick the camper up from camp as soon as possible. Camper may return once hair has been treated and is bug-free. A Camp Fire employee will confirm this by examining child's hair upon return.

## Parent/Guardian Responsibilities and Expectations

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To account for your child's safety, the most important responsibility for a Parent/Guardian is to inform Camp Fire staff when their child will not be attending program on a scheduled day. ***Please contact the Summer Day Camp Director or Assistant Directors if your child will be absent due to illness or other circumstances.***

### Drop Off & Pick Up Policies

In order to ensure every child's safety the following policies must be adhered to:

- Parents/guardians must check-in with a camp staff member to drop off or pick up a camper
- Parents/guardians picking up a camper must have their names on the Authorized Pick-up list
- Parents/guardians must provide photo identification to a camp staff member in order to pick up a camper

**Please allow extra time on Monday during drop off as Staff *must* confirm the following:**

- Verification of authorized pick-up list
- Review of pick-up & drop-off procedures
- Collection of any medications
- Confirmation of Program Participant Form

### Drop Off Procedures

Use the main entrance glass doors to enter the building and head down the hall to the cafeteria for check-in – the main entrance is below the large “Cedaroak Park” metal lettering and is parallel to Cedaroak Park Drive.

Upon Drop Off each morning, expect the following procedure:

1. Check your camper in with a staff member at the sign-in table
2. Notify staff of any expected changes to afternoon pick-up time
3. Let staff know of any special news or considerations that will help your camper be successful
4. Help your camper find a basket for storing their belongings

### Pick Up Procedures

Upon Pick Up each afternoon, expect the following procedure:

1. Camp staff will check I.D. of all unknown adults that come to pick up campers and confirm adult is listed on the authorized pick-up list
2. Notify staff of any expected changes to following day drop-off time
3. Parents/Guardians will initial the sign-out sheet

### We also ask that Parent/Guardians:

- Initial the camp attendance sheet when signing in or signing out your child at program
- Follow rules regarding payment and financial aid
- Notify Camp Fire regarding any change to your account or child records, including email, authorized people, allergies, etc.
- Read all materials sent via email or mail or posted at camp
- Listen to and share concerns with Camp Fire staff

### Authorized Child Release

Children will only be released to parent/guardians or those authorized by the parent/guardian in advance and in writing. The Camp Fire staff will ask to see a valid picture ID to identify authorized person/s. If the Camp Fire staff member does not recognize the Parent/Guardian, they may ask to see their photo ID. This is for the protection and safety of your child.

## Absence Policy

If your child will not be attending program on a scheduled day due to illness or other circumstances, **please contact the Day Camp Director or Assistant Director.** This is especially important on field trip days.

## Personal Belongings

Children will participate in active outdoor play and should dress accordingly. All items (clothing, school supplies, etc.) should be marked with the child's first and last name. Camp Fire Columbia is not responsible for lost or damaged personal items. Toys, games, cell phones, music players or electronic devices are not allowed unless otherwise stated by a site supervisor.

## Lost & Found

Please label all items that could be left behind with your child's first and last name. Labeled items can easily be returned to families throughout the summer. If you have missing items, please alert a camp staff to assist you. Unclaimed items will be stored at day camp two weeks after the final session, after which time they will be donated to children in need.

## Program Components

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### Sample Daily Schedule

6:30-8:30	Kid Arrive, AM Recess & Games
8:30-9:30	AM Snack & Unit Meeting
9:30-11:30	Field Trip: Mary S. Young Park
11:30-12:30	Lunch & Field games at Mary S. Young
12:30-1:00	Return to Day Camp
1:00-1:45	Rest Hour Choice
2:00-2:55	Spark Finder Rotation #1
3:00-3:30	PM Snack
3:35-4:30	Spark Finder Rotation #2
4:30-5:10	Group Games
5:15-6:00	Camper Choice Time

### Snack

At Day Camp campers will be offered two snacks per day, one in the morning and one in the afternoon. Camp Fire Columbia uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted on site for your information. If your child has specific food allergies (IE nuts, gluten, dairy), please make sure that this information is listed on the Program Participant form and that the Camp Director or Assistant Directors are notified verbally or via email about your child's needs. Please do not send sodas, candy, gum or additional snack with your child unless prearranged between you and the Camp Staff.

### Lunch

Campers are expected to come prepared with their own lunch every day. Lunches should be ready to eat – we do not currently have the space to store lunches in refrigerators or heat up food.

### AM Recess & Games

If campers arrive between 6:30-8:30 they will participate in AM recess and games. Campers will be given recess time and have the option to play low-active games, make arts and crafts, have some quiet reading time, etc. Campers will be free to float between activities with permission from a Camp Fire staff person.

## **Unit Meeting**

Every day campers will meet in their age-group unit. These meetings will be used for get-to-know-you games, team-builders, announcements, creating a “unit call”, planning skits for closing camp fire and serving snack.

## **Opening Camp Fire (Mondays or First Day of Session)/ Closing Camp Fire (Fridays)**

All of camp will come together to celebrate the beginning of the session. During this time campers will be given camp expectations, sing songs, share their “unit call”, and be welcomed into the day camp community.

Similar to Opening Camp Fire, every Friday, all of camp will come together to celebrate the end of the session with skits, songs, shout-outs, and shares about their favorite moments from the week.

## **Session Buttons**

At the end of each session, campers are given a session button to celebrate their week with day camp. Each button is unique to the session and will match the weekly theme. Buttons will be handed out at Closing Camp Fire **or** on your child’s last day of camp that session.

## **All Camp Activities**

During each session there will be a different “All Camp Activity” for all campers to participate in. The different activities will be outlined in weekly newsletters and posted on site. These activities may include: Talent show, Wheels Day, Park Day, etc.

## **Unit Activity (AM program block)**

Unit activities will occur every morning for 60 minutes in camper age-groups. They will meet in these age-group units every morning throughout the week. The unit Lead and Program Instructor will lead an activity based on the weekly theme. Activities include but are not limited to, active games, arts & crafts, science experiments, scavenger hunts, brain games, etc. Curriculum for weekly activities is written by Camp Fire Day Camp staff.

## **Rest Hour Activities**

At Camp Fire we believe in using a mix of high and low energy activities through the program day. During rest hour campers will have the option to participate in a 3-4 “low-energy” activities such as LEGO hour, fuse beads, puzzles & board games, read aloud, etc.

## **Spark Finders – Afternoon Rotations**

Every afternoon the campers will sign up for 2 different rotation activities or “spark finders” planned and led by our afternoon instructors. These activities will fit the weekly theme and are open to campers of all ages to sign-up. It is important that our program provides campers time to be with youth their age as well as time to work in groups of all ages. We also want to give campers options to focus on their “Sparks” or activities and subjects that really interest them.

## **Life Skills**

Participants may take part in discussion and activities about the following topics: self-image and self-improvement, leadership, decision making, communication skills, coping with anxiety and anger, and social skills such as confidence and conflict resolution.

## **Team Building**

Participants will have many opportunities to work together in groups to further develop social skills and get to know other participants. A minimum of one activity per session will be dedicated to team building.

## Behavior Expectations & Management

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### Behavior Expectations

At Camp Fire we expect behavior that is **respectful, responsible** and **safe**. Staff and campers are asked to follow these 3 basic guidelines. Our goals are to provide an environment where all of our campers and camp staff can build lasting relationships, express them-selves freely, and explore various local resources to learn and grow.

### Harassment and Bullying Policy

Camp Fire has a zero tolerance policy for harassment or bullying behaviors and will not tolerate any types of harassment or bullying behaviors involving any campers or staff. Please express to your camper that if they feel threatened to immediately tell a camp staff member.

Harassment or bullying behaviors will be handled immediately with disciplinary actions up to and potentially including dismissal from camp as determined by the Camp Director. Any expenses and transportation related to early dismissal from camp, for any reasons, are the responsibility of the parent/legal guardian.

### Discipline Policy

It is the intent of Camp Fire Columbia to provide a safe environment for participants in our Summer Day Camp program. Our Camp Fire staff takes a developmental approach when dealing with unacceptable behavior. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions. If a participant is disrupting the program, creating an unsafe condition, or displays a disrespectful demeanor to Camp Fire staff or peers, the participant may be removed from the program. Typically we follow a 3-occurrence system to determine dismissal and recognize that all behavioral issues, even if repeated, should not necessarily result in removal from program. We make every attempt to work with the child and family to support improved positive behavior.

### Discipline Procedure:

**1<sup>st</sup> Major Occurrence:** Camp Fire staff will warn child and contact Parent/Guardian to discuss problem behavior.

**2<sup>nd</sup> Major Occurrence:** Child's second warning, Parent/Guardian and Camp Fire Multi-site Coordinator (MSC) and/or Program Director notified to discuss problem behavior. A possible program suspension and a behavioral contract may be suggested.

**3<sup>rd</sup> Major Occurrence:** The child will be withdrawn from the program and will not be able to return. Parent/Guardian, MSC and Program Director will be contacted.

**Camp Fire has a zero tolerance policy for violence.** If your child engages in a violent act causing possible harm to another participant or staff person, they may be immediately suspended for at least one day of program and possibly removed from the program indefinitely. Please discuss with your Camp Fire site staff and observe specific expectations posted at individual sites.

***No refunds will be given for discipline related suspensions for Camp Fire Before and After School Programs. Camp Fire reserves the right to revoke Financial Aid to children who are suspended for discipline issues from the Before and After school program.***

## Contact Information

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### **Billing & Registration Support**

Registrar

[registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)

971-340-1613 or 971-340-1607

### **Attendance, Program & On-site Support**

*Tanya Spence*

Day Camp Director

[WLDayCamp@campfirecolumbia.org](mailto:WLDayCamp@campfirecolumbia.org)

*Casey Crosby*

Assistant Camp Director of Staff

*Eric Bloombaum*

Assistant Camp Director of Curriculum

### **Administrative Office Support**

*Gina Sander*

West Linn Multi-site Coordinator

[gsander@campfirecolumbia.org](mailto:gsander@campfirecolumbia.org)

971-340-1603

*Kirsi Baird Barber*

Before & After School Program Director

971-340-1609

[kbairdbarber@campfirecolumbia.org](mailto:kbairdbarber@campfirecolumbia.org)

*Emily Gilliland*

President and CEO

503-224-7800 X150

[egilliland@campfirecolumbia.org](mailto:egilliland@campfirecolumbia.org)

### **Grievance Procedure**

Camp Fire Columbia recognizes that disputes may arise. If you have a concern or complaint, please follow these steps:

1. Verbal discussion with Summer Camp Director
2. Verbal discussion with West Linn Multi Site Coordinator
3. Verbal discussion with Before & After School Program Director
4. Verbal discussion with CEO of Camp Fire.

### **Licensing**

Camp Fire Columbia West Linn Summer Day Camp is a state-certified child care center, licensed through the Oregon Office of Child Care (OCC). The most current certification and inspection reports issued from the Oregon Office of Child Care are available for review on site. Parent/Guardians may contact the local licensing office at:

Oregon Office of Child Care

503.669.7112.

Current licensing specialist – Cheryl Terrusa

[cheryl.a.terrusa@state.or.us](mailto:cheryl.a.terrusa@state.or.us)