



Summer Day Camp 2019

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, or 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, Parents/Guardians will be given at least two weeks written notice.

Locations	Summer Site Phone	Hours of Operation
West Linn Location: <i>Willamette Primary School</i> 1403 12th St, West Linn, OR 97068	503-954-8579	Monday - Friday 6:30am - 6:00pm <i>(closed July 4th + 5th)</i>
Portland Location: <i>Hollyrood Elementary</i> 3560 NE Hollyrood Ct, Portland, OR 97212	503-209-6855	Monday - Friday 7:00am - 6:00pm <i>(closed July 4th + 5th)</i>

General Information

Online Registration:

Camp Fire uses an online registration system through ACTIVE NET. All families must complete required participant information and arrange payment to be enrolled in Camp Fire’s Summer Day Camp. Please go to our [Summer Day Camp web page](#) to see this year’s rates, themes by location, and our detailed registration instructions.

Age Restrictions:

As a licensed child care program, Camp Fire’s 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 6th and 7th grade students can enroll and attend program up until their 13th birthday. Please contact us if you have questions regarding this licensing requirement.

Registration Deadlines:

Online registration closes the Wednesday prior to the session **or** once the session is filled. Late registrations may be allowed space and time permitting. You must call the Before & After School Registrar during regular business hours to check availability (see contact information at the end of this document).

Accepted Forms of Payment:

- **Electronic Check** from your bank account is our preferred method of payment
- **Credit Cards** are convenient but incur higher fees impacting program funds
- **Check or money order** made payable to Camp Fire Columbia.
 - Send to: Camp Fire Columbia, 1411 SW Morrison St. #300, Portland, OR 97205

Payment Structure and Policies

A non-refundable deposit of \$50 per session is due at the time of registration. This deposit counts towards the total cost of the session. **The remaining balance for session fees will be charged every Wednesday prior to the session start.** 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.*

Session Transfer Fees:

- Session transfers are subject to a non-refundable \$15 fee per child, per transfer.
- Transfer requests must be sent in writing to registrar@campfirecolumbia.org at least one week prior to the Monday of session start.

Late Payment Fee:

- \$20.00 late fee will be applied 3 days after the session payment deadline noted above.
- **Children will not be allowed to attend scheduled sessions if full payment has not been made by the Friday prior to the first date of each scheduled session.** Contact our Before & After School Registrar as soon as possible if you will not be able to make a scheduled payment, we will do our best to work with families and their financial constraints.
- Families with an account balance from previous Camp Fire programs are not eligible to register until the account is current. Contact registrar@campfirecolumbia.org for account information.

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 by the 6:00pm scheduled closing time, Camp Fire site staff will call the parents/guardians then 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 parents/guardians are located. A consistent pattern of late pick-ups may be grounds for dismissal from program.

Discounts & Financial Assistance

Promotional Discounts:

- **Early Bird Discount:** \$50 off one week of Summer Day Camp when you register before March 31st
 - Use coupon code: **EarlyBird2019**
 - Limit one coupon per family
- **Referral Credit:** \$25 for referring a new family to register for Summer Day Camp for the first time
 - Referral information collected at time of the new family's registration
 - Credit will be applied to your account within two weeks after the new family registers
 - The new family you refer, will also get \$25 off one week of Day Camp!
 - No limit to number of new families you can refer
- **Sibling Discount:** \$15 discount per week when you register two or more siblings for a session

Financial Aid:

- Any family currently receiving financial aid for the 2018/19 Before & After School program, can receive the same aid for Summer Day Camp 2019, but must contact the Before & After School Registrar when registering. For example: if you receive financial aid for 30% of your school year fees, you will receive financial aid for 30% of your summer fees as well.
- If you do not currently receive financial aid, you are welcome to apply. Financial aid is awarded on a sliding scale and are available through a confidential application process. Financial aid applications will be **accepted until May 1, 2019 and reviewed for awards on May 15, 2019**. You can access the financial aid application on our [Day Camp web page](#).
- We also work with ERDC. Please contact our Before & After School Registrar for more information: registrar@campfirecolumbia.org

Refund Policy

Cancellations must be sent in writing to registrar@campfirecolumbia.org

More than 14 days before Monday of the session week	Session refund MINUS \$50 DEPOSIT
8-14 days before Monday of the session week	40% session refund MINUS \$50 DEPOSIT
7 days or less before Monday of the session week	NO REFUND

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

**Camp Fire does not refund for a program cancellation or change due to WLWV or PPS District mandated school closures including but not limited to unexpected building repairs or technical difficulties, emergencies, or inclement weather. For more details on our [inclement weather policy](#).*

**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.*

Health and Safety

Participant Information:

Camp Fire and the Oregon Office of Child Care require that Program Participant forms be filled out every year and for each individually licensed program. **You will need your child(ren)'s immunization record(s) available when filling out their participant forms.**

Anti-Vaccine Policy:

Per Oregon Office of Child Care rules, all children joining us this summer must have all their vaccines up to date or have a non-medical exemption form from their doctor. **This information must be shared with Camp Fire's registrar a week prior to session start or your child cannot attend Summer Day Camp.** If we suspect 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. If your child does need to be sent home due to an outbreak, there will be no refunds or pro-rated fees.

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. Parents/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 parents/guardians then 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's emergency response procedures are aligned with the procedures outlined with WLWV and PPS school

districts. Staff are trained in first aid, CPR, and emergency responsiveness. Procedures are posted on site.

Medications:

Before the dispersal of medication at Summer Day Camp the parents/guardians must complete and sign a medication dispense form – this form 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 child's name
- Indicate proper dosages
- Include specific written instructions for use that align with directions printed on the label
- Be listed and described on the Program Participant form during time of registration

Sunscreen:

Sunscreen requires a release form and must be managed by Day Camp Staff. You will be asked to sign a sunscreen release form to indicate the use of sunscreen provided by Camp Fire, or to supply your own.

Allergies:

- Any child with known allergies that could lead to severe allergic reactions must bring an appropriate treatment kit to camp and complete medication form.
- Any child with asthma must bring medication for treatment. Even if the child 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.

Lice Policy & Procedures:

Day Camp's lice policy states that children must be bug free in order to attend camp. Therefore, if signs of live bugs are found we will contact the parents/guardians to pick the child up from camp. Staff will perform regular lice checks on children 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 live lice on a child, the staff will notify the Day Camp Director or Assistant Day Camp Director who will in turn inform the child's parents/guardians. A parent/guardian or authorized adult will need to pick the child up from camp as soon as possible. The child may return once hair has been treated and is bug-free. A Camp Fire employee will confirm this by examining the child's hair upon return.

Parent/Guardian Responsibilities and Expectations

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 staff directly. ***This is especially important on field trip days.***

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 when dropping-off or picking-up a child.
- Parents/Guardians or other individuals picking-up a child must have their names on the authorized pick-up list.
- Parents/Guardians or other authorized individuals must provide photo identification to a camp staff member in order to pick-up a child.

Drop-Off Procedures:

Upon dropping-off each morning, expect the following general procedure:

- Check your child in with a staff member at the sign-in table.
 - Initial and mark the time on the sign-in sheet.
- Notify staff of any expected changes to your afternoon pick-up time.
- Let staff know of any special news or considerations that will help your child be successful.
- Help your child find a basket for storing their belongings.

****Please allow extra time on Monday or *first day of camp* 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 and appropriate forms
- Confirmation of completion of Program Participant Form
- Confirmation of completion of Sunscreen authorization and any Field Trip permission forms

Pick-Up Procedures:

Upon picking-up each afternoon, expect the following procedure:

- Camp staff will check the ID of all unknown adults that come to pick-up children and confirm that the adult is listed on the authorized pick-up list.
- Notify staff of any expected changes to following day's drop-off time.
- Parents/Guardians will initial the sign-out sheet and mark the time.

Authorized Child Release:

Children will only be released to their parent/guardian 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 a parent/guardian, they may ask to see their photo ID. This is for the protection and safety of your child.

We Also Ask That Parents/Guardians:

- 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 the Day Camp site.
- Listen to and share concerns with Camp Fire staff.

Personal Belongings:

Children will participate in active, outdoor play and should dress accordingly. We require that all youth have sturdy appropriate shoes or sandals with back straps. All items (clothing, camp supplies, etc.) should be marked with the child's first and last name. Camp Fire is not responsible for lost or damaged personal items. Toys, games, cell phones, music players, or electronic devices are not allowed unless otherwise approved by the Day Camp Director.

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 Fire staff member to assist you. Unclaimed items will be stored at the Camp Fire's main office for two weeks after the final session, after which time they will be donated to children in need.

Program Components

Sample Schedule for our Portland Summer Day Camp Program:

Typical Day	Field Trip Day	Namanu Day
7:00 Kids Arrive, Recess, Games	7:00 Kids Arrive, Recess, Games	7:00 Kids Arrive, Recess, Games
8:30 Snack	8:30 Snack	8:30 Snack
8:45 Transition	8:45 Transition	8:45 Pre-trip Meeting
9:00 Morning Meeting	9:00 Leave For Field Trip	9:00 Leave for Camp Namanu
9:30 Unit Meetings		
10:00 Unit Programming		
11:00 Unit Lunch/Recess		
12:30 Recharge Hour Silent Room, Quiet Activity, Joggers/Freethinkers		
1:45 Sparkfinder #1		
2:30 Snack		
3:00 Sparkfinder #2	3:00 Recharge Hour: Silent Room, Quiet Activity, Joggers	
4:00 Group Game	4:00 Group Game	4:00 Recharge Hour
5:15 Camper Choice Time	5:15 Camper Choice Time	5:15 Camper Choice Time

Snack:

At Day Camp, youth will be offered two snacks per day, one in the morning and one in the afternoon. Camp Fire 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 (i.e., 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. We can accommodate many allergies and dietary restrictions, but if your child has extreme restrictions you may need to make special arrangements. Please do not send sodas, candy, or gum with your child.

Lunch:

Children 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 resources to heat up food.

AM Recess & Games:

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

Unit Meeting:

Every day, children 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 campfire, and serving snack.

Opening Campfire (Mondays)/ Closing Campfire (Fridays):

All of camp will come together to celebrate the beginning of the session. During this time children will be given camp expectations, sing songs, share their “unit call”, and be welcomed into the Day Camp community. Similar to opening campfire, 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 and Day Camp Shirts:

Each child will receive one Day Camp 2019 shirt for the summer. We ask that children wear these on field trip days for safety purposes. At the end of each session, children 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 campfire **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 children 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, field trip, etc.

Unit Activity (AM program block):

Unit activities will occur every morning for 60 minutes in child age-groups. The Unit Lead and PIKA 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.

Recharge Hour Activities:

At Camp Fire we believe in using a mix of high and low energy activities through the program day. During recharge hour, children will have the option to choose between a silent space, quiet low-energy activities such as LEGO, fuse beads, puzzles & board games, read aloud, etc., or to choose an outside walk/jog if being active helps them recharge!

Spark Finders – Afternoon Rotations:

Every afternoon the children will sign up for two different rotation activities or “spark finders” planned and led by our afternoon Spark Finder instructors. These activities will fit the weekly theme and are open to children of all ages to sign-up. It is important that our program provides children time to be with youth their age as well as time to work in groups of all ages. We also want to give children 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

Behavior Expectations

At Camp Fire we expect behavior that is **respectful, responsible, and safe**. Staff and children are asked to follow these three basic guidelines. Our goals are to provide an environment where all of our children and camp staff can build lasting relationships, express themselves 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 children or staff. Please express to your child that if they feel threatened to immediately report to 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 reason, are the responsibility of the parents/guardians.

Discipline Policy

It is the intent of Camp Fire to provide a safe environment for participants in our Summer Day Camp program. Our Camp Fire staff take 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 displaying 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:

- **1st Major Occurrence:** Camp Fire staff will warn child and Day Camp Leadership will contact parents/guardians to discuss problem behavior.
- **2nd Major Occurrence:** Child's second warning, parents/guardians, Camp Fire's Multi-site Coordinator (MSC), and/or Program Director will be notified to discuss problem behavior. A possible program suspension and a behavioral contract may be suggested.
- **3rd Major Occurrence:** The child will be withdrawn from the program and will not be able to return. Parents/Guardians, 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 Day Camp Director and observe specific expectations posted at individual sites.

No refunds will be given for discipline related suspensions from Day Camp. Camp Fire reserves the right to revoke financial aid to children who are suspended for discipline issues from the Day Camp program.

Licensing:

Camp Fire's 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. Parents/Guardians may contact our current licensing specialist Cheryl Terrusa, cheryl.a.terrusa@state.or.us, 503.669.7112 X224.

Grievance Procedure:

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

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

Contact Information

<u>Program & On-site Support</u>	
Portland Day Camp	West Linn Day Camp
<i>Hollyrood Elementary</i> 3560 NE Hollyrood Ct, Portland, OR 97212 Summer Site Phone: 503-209-6855	<i>Willamette Primary School</i> 1403 12th St, West Linn, OR 97068 Summer Site Phone: 503-954-8579
Kat Crossland, PDX Day Camp Director PDXDayCamp@campfirecolumbia.org	Tanya Spence, WL Day Camp Director WLDayCamp@campfirecolumbia.org
Cloey Fuesler, Assistant Director of Curriculum cfluesler@campfirecolumbia.org	Kaitlyn Fletcher, Assistant Director of Curriculum kfletcher@campfirecolumbia.org
Stephanie Vera, Assistant Director of Staff svera@campfirecolumbia.org	Nadine Boes, Assistant Director of Staff nboes@campfirecolumbia.org
<u>Administrative Office Support</u>	
Jon Myers, Before & After School Assistant Director JMyers@campfirecolumbia.org 971.340.1611	
Kirsi Baird Barber, Before & After School Program Director KBairdBarber@campfirecolumbia.org , 971.340.1609	
Emily Gilliland, President and CEO EGilliland@campfirecolumbia.org , 971.340.1604	
<u>Billing & Registration Support</u>	
Amelia West, Before & After School Registrar registrar@campfirecolumbia.org 971.340.1613	