



Summer Day Camp 2020

Family 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 children 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: Willamette Primary 1403 12 th St., West Linn, OR 97068	503-913-8279	Monday - Friday 6:30am - 6:00pm <i>(closed Friday, July 3rd)</i>
Portland Location: Beverly Cleary Fernwood 1915 NE 33 rd Ave, Portland, OR 97212	503-209-6855	Monday - Friday 7:00am - 6:00pm <i>(closed Friday July 3rd)</i>

General Information

Online Registration:

Camp Fire uses an online registration system. All families must complete required participant information and arrange payment to be enrolled in 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, 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 Monday prior to the session or once the session is filled. Late registrations may be allowed space and time permitting. You must call or email the Before & After School Registrar to check availability.

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

Weekly Session Rates	
5-Day Week	\$380
4-Day Week	\$320
3-Day Week	\$260

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 Tuesday 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.*

Drop-ins:

All drop-in care must be pre-scheduled and approved by the Site Supervisor. **Due to space limitations, drop-in care cannot be guaranteed.**

Adding a day to your enrolled week	\$80 fee per drop-in, per child
Adding a day to a week you are not enrolled in	\$85 fee per drop-in, per child

- To request a drop-in at our Portland location, pdxdaycamp@campfirecolumbia.org
- To request a drop-in at our West Linn location, wldaycamp@campfirecolumbia.org
- **If your child is not yet registered for Summer Day Camp 2020, you will need to complete the [Summer Day Camp registration](#). The Summer Day Camp registration will take 1-2 weeks to process prior to your child being allowed to attend program.** Once it has been completed, we will contact you with a start date for your child.

Session Transfers:

More than 14 days before Monday of the session week	\$10 fee per transfer, per child
8-14 days before Monday of the session week	\$15 fee per transfer, per child
7 days or less before Monday of the session week	No Transfers

- Transfer requests must be sent in writing to the Registrar at awest@campfirecolumbia.org.
- If you are looking to add a day but are within the “7 days or less” window, you can still request a drop-in for that additional day. Please see drop-in options above.

Late Payments:

- \$20.00 late fee will be applied 2 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 Thursday prior to the first date of each scheduled session.** Contact our 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 overdue balance from previous Camp Fire programs are not eligible to register until the account is current. If you are unsure of the overdue charges, you can review your [account online](#) or contact the Registrar for account information.

Late Pick-Ups:

- **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.

Refund Policy

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

- Cancellations must be sent in writing to the Registrar at awest@campfirecolumbia.org
- If your child leaves camp early or arrives late due to accident, injury, illness, homesickness, behavior problems, to attend other activities, or child or parent/guardian request, there will be no refunds or pro-rated fees.
- 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.
- 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. You can view our inclement weather policy [here](#).

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: **EarlyBird2020**
 - Limit one coupon per family.
- **Referral Credit:** When you refer a family to register for Summer Day Camp for the first time, both you and the referred family will receive a \$25 credit for each child that has been referred.
 - Referral information is collected at time of the new family's registration.
 - A credit will be applied to each account within two weeks after the new family registers.
 - There is no limit to the number of new families you can refer!
- **Family Discount:** \$15 discount per week when you register two or more family members for a session.

Financial Assistance:

- Any family currently receiving financial aid for the 2019/20 Before & After School program, can receive the same financial aid for Summer Day Camp 2020, but must contact the Registrar to have it applied.
 - *For example: if you receive 30% aid on school year fees, you will receive 30% aid on Summer Day Camp fees as well.*
- If you do not currently receive financial aid, you are welcome to apply. Financial aid is awarded based on financial need and is available through a confidential application process. **Financial aid applications will be accepted until May 1, 2020 and then awards will be sent out by May 15, 2020.** You can access the financial aid application [here](#).
- We are also an approved provider through ERDC, ChildCare Aware, Jim Sells Grant, and Angels in the Outfield.

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 records 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 the 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 will 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 & 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 child's registration. Summer 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 a Summer Day Camp staff member 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 Registration Form during time of registration.

Sunscreen:

Sunscreen requires a release form and must be managed by Summer 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 have a completed 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 Registration Form.

Lice Policy & Procedures:

Camp Fire'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 Summer 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 Summer Day 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 Summer Day 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 Summer Day Camp staff member at the sign-in table.
 - Initial and mark the time on the sign-in sheet.
- Notify a Summer Day Camp staff member of any expected changes to your afternoon pick-up time.
- Let a Summer Day Camp staff member 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 your child's first scheduled day of Summer Day 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 the Registration Form, Sunscreen Authorization Form, and any Field Trip Permission Forms.

Pick-Up Procedures:

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

- A Summer Day Camp staff member 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 a Summer Day Camp staff member 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. A Summer Day Camp staff member will ask to see a valid picture ID to identify authorized person(s). If the Summer Day Camp 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 assistance.
- 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 & Attire:

Children will participate in active, outdoor play and should dress accordingly. We require that all children 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 Summer Day Camp staff member to assist you. Unclaimed items will be stored at 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 Summer Day Camp Programs:

Typical Day	Walking Field Trips	Namanu Day	Special Guests
7:00 Kids Arrive, Recess, Games	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 and Pre-Trip Meeting	8:30 Snack
8:45 Transition	8:45 Transition	8:45 Leave for Camp Namanu	8:45 Transition
9:00 Morning Meeting	9:00 Morning Meeting		9:00 Morning Meeting
9:30 Unit Meetings	9:30 Unit Meetings		9:30 Unit Meetings
10:00 Unit Programming	10:00 Unit Programming		10:00 Special Guest
11:00 Unit Lunch/Recess	11:00 Unit Lunch/Recess		
12:30 Chill Hour	12:30 Walk to Pre-determined Destination		11:30 Lunch/Recess
1:45 Sparkfinder Activities			2:15 Return to Day Camp
2:30 Snack	2:30 Snack		1:45 Spark Finder Activity
3:00 Maker's Hour	3:00 Maker's Hour		2:30 Snack
4:00 Group Game/Recess	4:00 Group Game/Recess		3:00 Maker's Hour
5:15 Camper Choice Time	5:15 Camper Choice Time	4:00 Return from Camp Namanu	4:00 Group Game/Recess
		4:00 Snack/Chill Hour	5:15 Camper Choice Time
		5:15 Camper Choice Time	

Snack:

At Summer Day Camp, children 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 Registration Form and that the Day Camp Director or Assistant Day Camp 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 Summer Day Camp staff member.

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 Summer 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.

Summer Day Camp Shirts:

Each child will receive one Summer Day Camp 2020 shirt for the summer. We ask that children wear these on field trip days for safety purposes.

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 Summer Day Camp staff.

Chill Hour Activities:

At Camp Fire we believe in using a mix of high and low energy activities through the program day. During chill 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 recess if being active helps them recharge!

Spark Finders – Afternoon Rotations:

Every afternoon the children will sign up for one specialty activity or “spark finder” planned and led by our afternoon Spark Finder instructors. These all-ages activities will weave in facts about influential people related to the weekly theme whether it is an art project, STEM or active option. It is important that our program provides children time to be with children their age as well as time to interact in groups of all ages. Spark Finders are designed with that in mind and each activity will have a variety of accommodations and extensions to meet the interests of all students involved.

Maker’s Hour:

Our Maker’s Hour is new to Camp and Full Day Programming. This is an opportunity to use engaging Maker’s Hour Only materials in the field of STEM, Arts/Crafts, and Large Motor Activities. This hour is for creating, exploring and collaborating and allows each camper to increase their exposure to supplies and materials that aren’t available throughout the day in a camper-led environment.

Life Skills:

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

Team Building:

Children will have many opportunities to work together in groups to further develop social skills and get to know other children. 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. Summer Day Camp staff and children are asked to follow these three basic guidelines. Our goals are to provide an environment where all of our children and Summer Day 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 Summer Day Camp staff. Please express to your child that if they feel threatened to immediately report to a Summer Day 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 Day 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 children in our Summer Day Camp program. Our Summer Day Camp staff take a developmental approach when dealing with unacceptable behavior. We view conflict as an opportunity to help children learn more effective strategies for conflict resolution, communication, and management of emotions. If a child is disrupting the program, creating an unsafe condition, or displaying a disrespectful demeanor to Summer Day Camp staff or peers, the child 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:** A Summer Day Camp staff member will warn child and Day Camp Director will contact parents/guardians to discuss problem behavior.
 - **2nd Major Occurrence:** Child's second warning, parents/guardians, Day Camp Director and Camp Fire's Multi-site Coordinator (MSC), 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, Day Camp Director, MSC, and BAS Program Director will be contacted.
- **No refunds will be given for discipline related suspensions from Summer Day Camp. Camp Fire reserves the right to revoke financial assistance to children who are suspended for discipline issues from the Summer Day Camp program.**

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

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 Amber Bayker, amber.bayker@state.or.us, 503.669.7112 X357.

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>Beverly Cleary Fernwood</i> 1915 NE 33 rd Ave, Portland, OR 97212 Summer Site Phone: 503-209-6855	<i>Willamette Primary</i> 1403 12 th St., West Linn, OR 97068 Summer Site Phone: 503-913-8279
PDX Day Camp Director PDXDayCamp@campfirecolumbia.org	WL Day Camp Director WLDayCamp@campfirecolumbia.org
<u>Administrative Office Support</u>	
Tanya Spence, Before & After School Multi-Site Coordinator tspence@campfirecolumbia.org 971.340.1611	
Jon Myers, Before & After School Program Director jmyers@campfirecolumbia.org 971.340.1611	
Josh Todd, President and CEO jtodd@campfirecolumbia.org , 971.340.1604	
<u>Billing & Registration Support</u>	
Amelia West, Before & After School Registrar awest@campfirecolumbia.org 971.340.1613	