



Summer Day Camp 2021

Family Handbook

Camp Fire's Summer Day Camps operate in three Portland schools and one West Linn school. Described below are the basic policies Camp Fire will be using to manage the Summer Day Camp sessions during COVID-19. 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, we will provide enrolled families with as much advanced warning as possible.

Camp Fire Columbia's Organizational Values

Camp Fire Columbia believes engaged, confident, and well-rounded children today can build thriving communities tomorrow. We carry the following values with us as we provide high quality programming to a diverse population of children.

- We are driven by equity, cultural responsiveness, and inclusion.
- We focus on truly child-led programming that inspires young people to find their passions.
- We believe that a growth mindset propels children, as well as staff, forward.
- We believe that family engagement is fundamental to the success of our programs.
- We value research-driven programming and continuous quality improvement.
- We believe that exposure to nature, adventure, and recreation enhances learning.
- We know that leadership training is crucial for effective child development.

The Camp Fire USA Promise

Young people want to shape the world. Camp Fire USA provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. *Light the fire within.*

Camp Fire Columbia's Equity Statement

Camp Fire Columbia believes that every child should have the opportunity to find and pursue their spark. It is our intention to contribute to the achievement of all children while narrowing the gaps between white students and students of color. Our goal is to address the racial predictability of children's achievements academically, socially, and economically. To achieve this goal, Camp Fire will examine how privilege, oppression, and history affect the practices of our organization, and apply that learning to our work to effect meaningful change.

We know that working toward racial equity will require reflection and persistence. Camp Fire is reviewing our programs and values, deepening relationships with partners who share our goals, and developing policies that will shape our growth and work as an organization. As we continue to learn, we strive to:

- Prioritize racial equity in our curriculum, hiring, training, and partnerships.
- Engage staff and volunteers that are representative of our service community's demographics.
- Collect and review information regarding outcomes for child and employment practices to evaluate our work and adapt our programs and policies.
- Provide opportunities and support for every child we serve to achieve their individual goals.
- Actively seek out expertise and input from families, children, and the broader community about our programs and progress.

(Camp Fire Columbia's Equity Statement continued)

Camp Fire is not undertaking this work first or alone. Achieving racial equity will require collective engagement and commitment. With the help of the many great organizations in our community striving for social change, Camp Fire is dedicated to helping all students light their fire within.

Camp Fire Columbia's Summer Day Camp Inclusivity

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.

General Information

Contact information is provided at the end of this document.

Hours

Monday – Friday
7:00am – 6:00pm

Locations

Portland

- Creative Science School: [1231 SE 92nd Ave, Portland, OR 97216](#)
- Hayhurst Elementary: [5037 SW Iowa St, Portland, OR 97221](#)
- Woodlawn Elementary: [7200 NE 11th Ave, Portland, OR 97211](#)

West Linn

- Sunset Primary: [2351 Oxford St. West Linn, OR 97068](#)

Enrollment and Payments

Registration and Enrollment Procedures

All families must complete the [online](#)* registration, enrollment, and payment for their child prior to them attending Summer Day Camp programming. If you are unfamiliar with the registration and enrollment process, we've created an [Enrollment Guide](#) to help walk you through each step.

If your family has an account balance from previous Camp Fire programming, you are required to pay that balance prior to enrolling for future programming. Children cannot attend program if there is an overdue balance on the family's account. If you are confused about a balance on your account, please contact the [Before & After School Registrar](#).

Once enrolled, families must keep their child's registration details up-to-date. If there are any changes to your child's registration details, updates can be made online in your [Family Portal](#) or by emailing the Registrar.

*Camp Fire uses an online registration system; if you require paper registration forms, please contact the Registrar directly.

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 years old 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 children can enroll and attend program up until their 13th birthday. Please contact the [Before & After School Registrar](#) if you have questions regarding this licensing requirement.

Enrollment Deadlines

Online enrollment closes the Monday prior to the session start or once the session is filled. Late enrollment may be allowed space and time permitting. You must email the [Before & After School Registrar](#) to request a late enrollment.

Rates and Payment

Weekly Session Rates	
5-Day Week	\$390
4-Day Week	\$330

A non-refundable deposit of \$50 per session is due at the time of enrollment. This deposit counts towards the total cost of the session. **The remaining balance for session fees are due the Tuesday prior to the session start.** Families are free to pay the remaining balance on their account any time before the deadline. If you would like the payments to charge automatically, you can setup weekly automatic payments in your [Family Portal](#). Families who do not setup automatic payments will need to “Make a Payment” in their Family Portal sometime between when they receive the session bill and when it is due.

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. As a non-profit, every bit of savings helps. Using the electronic check method of payment saves us costs that we put back into our programs.

- 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 can be sent to:

Camp Fire Columbia
1411 SW Morrison St. #300
Portland, OR 97205

Drop-Ins

Due to COVID-19 regulations, drop-in availability is extremely limited and must be scheduled and paid for in advance. If your child is not yet registered for Summer Day Camp 2021, you will need to complete the [Summer Day Camp Drop-In registration](#) prior to your drop-in request being approved. Registrations will take 1-2 weeks to finalize.

Adding a fifth day to your child’s four-day week: \$80

Adding a day to a week that your child is not enrolled for: \$85 per day

Session Transfers

Transfer requests, between a four- and five-day week or to a new session, must be sent in writing to the [Before & After School Registrar](#). The following schedule will be applied to all transfer requests based on the day of the request, not the day it is processed:

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*

*If you enrolled your child for a 4-day week and 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.

Late Pick-Ups

Children must be picked-up by the end of program time, 6:00pm. If a child is not picked-up by the 6:00pm closing time, Camp Fire site staff will call the primary family contacts then the emergency contacts. If no one can be reached by 6:30pm, Camp Fire reserves the right to contact Child Protective Services to take the child until the family can be located.

When a family is late to pick-up their child, a \$10.00 fee will be assessed for the first 1 to 15 minutes. After 15 minutes, an additional \$1.00 per minute will be assessed. A consistent pattern of late pick-ups or failure to pay late pick-up fees may result in the family’s withdrawal from program.

Late Payments

A \$20.00 late fee will be applied 2 days after the [session payment deadline](#). **Children will not be allowed to attend their scheduled sessions if full payment has not been made by the Thursday prior to the start of their 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.

Refund Policy

Cancellation requests must be sent in writing to the [Before & After School Registrar](#). **Requests will only be approved if they are sent more than 14 days before the Monday of the session.** Approved cancellations will receive a refund of all payments made towards the session minus the \$50 non-refundable deposit.

If your child leaves camp early or arrives late due to accident, injury, illness, homesickness, safety concerns, to attend other activities, or by family choice, there will be no refunds or pro-rated fees.

In the event of a medical condition (unrelated to COVID-19 exclusions) that causes cancellation, a full refund will be given if we cannot move the child into another session of camp. Written notification from the family and physician are required.

Low Attendance Cancellation

If a session does not meet its minimum number of enrollments, we will be forced to cancel it. We will provide enrolled families with as much advanced warning as possible. Appropriate refunds will be offered if Camp Fire chooses to cancel program due to low enrollment. The minimum enrollment number for Summer Day Camp is 10 children per session.

Non-COVID-19 Related Emergency Building Closure or Inclement Weather

There will be no refunds for program cancellation due to emergency building closures or inclement weather. In these circumstances, Camp Fire’s programs follow local school district closures because we cannot operate if the school district closes buildings. Camp Fire does not prorate or refund any tuition fees when there are school district mandated closures. Please have a back-up plan for your child in case of emergencies and

(Non-COVID-19 Related Emergency Building Closure or Inclement Weather continued)

communicate it with the Summer Day Camp team. Camp Fire's inclement weather guidelines can be reviewed here: <https://campfirecolumbia.org/inclement-weather/>.

COVID-19 Building Closure or Exclusion

There will be no refunds, credits, proration, or any other form of reimbursement for absences or withdrawals due to COVID-19 symptoms, presumptive COVID-19 cases, positive COVID-19 test results, or any other reasons associated with COVID-19.

Discounts & Financial Assistance

Employment Related Day Care Support (ERDC)

ERDC is a DHS subsidy program that helps eligible low-income families pay for child care while they are working. ERDC will not cover the session fees entirely but they do allow families to receive [alternative funding](#) for the remaining fees as long as it is not provided by Camp Fire directly. Families who are approved for ERDC can contact the [Before & After School Registrar](#) once they know their copay and approved hours to determine what their actual ERDC coverage will be per session.

ERDC also works with providers and other child care partners across the state to help families find and keep good child care, improve the availability of quality child care in Oregon, and to develop resources for families and child care providers. To learn more about ERDC, please visit <https://www.oregon.gov/dhs/assistance/child-care/Pages/Index.aspx>.

Outside Funding Options

Camp Fire is an approved provider through the Community Childcare Initiative, Angels in the Outfield, the Jim Sells Childcare Subsidy, and ChildCare Aware. Families who have been approved for other forms of funding can contact the [Before & After School Registrar](#) to determine if Camp Fire can be added to their approved provider list.

- The Community Childcare Initiative (CCI) supports Multnomah county residents who have already been approved for ERDC. You can learn more about CCI at <https://ccrr-mc.org/cci/>.
- Angels in the Outfield supports children who have been affected by crime or abuse. You can learn more about Angels in the Outfield at <https://www.theangelsintheoutfield.org/>.
- The Jim Sells Childcare Subsidy (JSCS) supports current PSU students. You can learn more about the JSCS at <https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy>.
- ChildCare Aware (CCA) supports Military and DoD families. You can learn more about CCA at <https://www.childcareaware.org/state/oregon/>.

Camp Fire Financial Aid

Camp Fire strives to provide financial aid to families who qualify based on income, household size, and other financial factors on a case by case basis. The application process is completely confidential and funds are awarded on a sliding scale to reduce your monthly tuition. We are unable to offer families full coverage of their program fees.

All families who would like to be considered for Camp Fire financial aid must submit a completed [application](#) to the [Before & After School Registrar](#). Families do not have to be enrolled in a session prior to submitting a financial aid application but it is recommended because there is no guarantee of program availability without enrollment.

Camp Fire will accept financial aid applications throughout the pandemic but our available funds have been greatly limited due to the financial impact of our program closures and reductions during 2020 and 2021.

Health and Safety

COVID-19 Summer Day Camp Health and Safety

Please view our [COVID-19 Procedures](#) for specific program changes related to operating Emergency Child Care during the pandemic.

Vaccine Policy

Per the Oregon Office of Child Care rules, all children joining Summer Day Camp must have all their vaccines up-to-date or have an exemption form from their doctor. We do not require documented proof of a child's vaccination status at enrollment, however, every family must agree to provide that documentation if Camp Fire requests it at any point during the summer. If we suspect an outbreak 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. The primary family contacts 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 primary family contacts 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 by the WLWV and PPS school districts. Summer Day Camp staff are trained in first aid, CPR, and emergency responsiveness. Procedures are posted on site.

Allergies and Medical Conditions

All allergies and medical conditions that could influence your child during Summer Day Camp need to be included in the allergy and/or medical conditions sections of their registration form. Please also notify the [Day Camp Director](#) or [Assistant Day Camp Directors](#) verbally or via email. Updates to the registration form can be made online through your [Family Portal](#).

Before the dispersal of medication at Summer Day Camp the family 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 during check-in.
- 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 in the medical conditions section of your child's registration form.

Summer Day Camp staff will strive to keep any listed allergens out of the program environment during the full session. If your child has an allergy that cannot be avoided by the entire camp, the staff will be alert to any possible exposure for your child. Any child with allergies that could lead to severe allergic reactions, must bring an appropriate treatment kit to Summer Day Camp and have a completed medication form.

Any child with asthma must have medication available to them at Summer Day Camp. Even if they have not needed the medication before, camp activities and locations, heat, and dust can aggravate symptoms.

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.

Lice Policy & Procedures

Children with live head lice cannot attend Summer Day Camp. The Summer Day Camp staff will perform regular head lice checks on children at least once per session – generally on Monday. Any findings of live head lice will be addressed with the utmost discretion and care for confidentiality. In the case that a staff member does find live head 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 primary family contacts. The primary family contacts or an authorized pick-up person will need to pick the child up from camp as soon as possible. Your child will be allowed to attend program again after treatment and re-examination. Children with nits but no live head lice are allowed to attend program but the Summer Day Camp staff will need to monitor them for re-infestation.

Family Responsibilities and Expectations

Absence Policy

To account for your child’s safety, our families’ most important responsibility is to inform the [Summer Day Camp staff](#) when your child will not be attending program on one of their scheduled days.

If your child is checked-out mid-day, they cannot return again that day.

COVID-19 Absences

Please keep your child home if they are sick or exhibiting any of the COVID-19 symptoms or have been exposed to a presumptive or positive case of COVID-19. Please contact the [Summer Day Camp staff](#) directly to inform them of your child’s COVID-19 related absence so they can ensure that the proper safety measures are taken.

Camp Fire does not refund for a program cancellation or change due to COVID-19 exclusions.

Drop-Off and Pick-Up

To help keep all Camp Fire families and staff safe, families are required to drop-off and pick-up their children from a Summer Day Camp staff member outside of the licensed program area. If you do not see a staff member outside when you arrive, call the [site phone](#) to let them know that you have arrived.

We have implemented a [no-contact](#) process for children to be checked-in and out of program. All family members and authorized contacts must wear a [mask](#) AND maintain physical distancing during the drop-off and pick-up of their child. Please limit the number of people who drop-off and pick-up your child; the same person doing both is ideal.

Family members can only be allowed to enter the program area if there is immediate concern for the health and safety of their child. If a family member has a concern about the health and safety of the program and would like to enter, they must do so by first contacting the [Before & After School Department Director](#) and then scheduling a time to visit. Any family member who enters must follow all of the requirements set-in-place for adults in the facility.

Authorized Child Release

Children will only be released to the primary family contacts on their registration forms. Additional authorized pick-ups can be added in advance as contacts in the [Family Portal](#). A Summer Day Camp staff member will ask to see a valid picture ID to identify all authorized pick-up persons. If the Summer Day Camp staff member does not recognize a primary family contact, they may ask to see their photo ID. This is for the protection and safety of your child.

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.

We Also Ask That Families

- Please keep your child home if they are sick or exhibiting any of the COVID-19 symptoms or have been exposed to a presumptive or positive case of COVID-19.
- Follow all COVID-19 health and safety guidelines laid out in the [COVID-19 Procedures](#).
- Limit the number of people who drop-off and pick-up your child. This will help limit any potential exposure and contact tracing if needed.
- Follow rules regarding payment and financial assistance.
- Notify Camp Fire regarding any change to your account or child’s 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.

Core Elements and Programming

Sample Schedule

7:00am	Check-in. Quiet activities and small group outdoor play.
8:15am	Community Meeting, snack, and recess
9:45am	Discovery Hour: An opportunity for staff-led, intentional programming providing children a choice from a variety of offerings. Discovery hour will incorporate activities aligned with weekly themes and could include water play, a virtual field trip, cooking projects, community-based learning projects, and wheels day activities.
10:45am	Movers and Makers: Child-led and staff supported. Children will choose from stations, set-up both inside and outside, which encourage learning and growth in a particular skill area or interest. Makers and Movers could also be a continuation of activities happening during Discovery Hour.
11:30am	Community meeting, lunch, and recess.
12:30pm	Recharge Hour: A time for children to decide what they need to refuel for the rest of the day. Spaces for silent activities, quiet play and active movement will be available during this time.
1:30pm	Camper’s Choice: Learning through self-led play encourages social-emotional growth while giving children an opportunity to engage in activities at their own pace.
2:30pm	Community meeting, snack, and recess.
3:30pm	Discovery Hour
4:30pm	Movers and Makers
5:30pm	Small group outdoor play and quiet activities. Check-out.

Program Components

Planned activities by Summer Day Camp staff include, but are not limited to arts and crafts, group games, active recreation, cooking, reading, science projects, team building, academic connections, world cultures, service-learning, life skills, outdoor activities, creative expression, leadership development, and more!

- Themed Activities
 - From Wings and Wheels to Secret Agent Academy, each week of Summer Day Camp will follow an interactive theme. Please check out our [Portland Day Camp Calendar & Themes](#) or [West Linn Day Camp Calendar & Themes](#) for session schedule at your location.
- Quiet Activities
 - When children arrive before 8:00am or leave after 5:30pm, they will participate in quiet activities and small group outdoor play. Children will be given recess time and have the option to play table games, create simple 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.
- Team Building
 - Children will have many opportunities to work together within their stable groups to further develop social skills and get to know the other children. Team building activities are intentionally included in programming.
- Community-based Learning Projects
 - During the summer, children will participate in at least one community-based learning project. To complete these projects, the children will explore community needs, develop a service project to help meet a need, reflect on the process, and celebrate their accomplishments. We encourage families to participate; connect with the [Summer Day Camp staff](#) for more information.
- Life Skills
 - Camp Fire 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, growth mindset, and social skills such as confidence, inclusion, and conflict resolution.
- Snacks
 - Children will be served two nutritional snacks each day. Camp Fire uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at 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 their 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
 - Camp Fire does not provide lunch. Please send your child with a packed lunch that does not need to be refrigerated or heated. Please do not send sodas, candy, or gum in your child's lunch unless prearranged with the Day Camp Director.

Summer Day Camp Shirts

During their first week of camp, each child will receive one Summer Day Camp 2021 shirt for the summer.

Licensing

Camp Fire Columbia's Before & After School sites are state-certified child care centers which are licensed through the Oregon Office of Child Care. The most current certification and inspection reports issued from the Oregon Office of Child Care are available for review at site. Families may also contact our current licensing specialist, Amber Bayker, at 1(800)556-6616 or amber.bayker@state.or.us.

Behavior Expectations & Management

Behavior Expectations

At Camp Fire Columbia, we expect behavior that is respectful, responsible, and safe. Our goals are to provide an environment where all of our children and staff can build lasting relationships, express themselves freely, and explore various local resources to learn and grow.

Discipline Policy

Our Summer Day Camp 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 child is disrupting program, creating an unsafe condition, or displaying disrespectful demeanor to staff or the other children, they may be removed from the session.

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 the session. We make every attempt to work with the child and family to support improved positive behavior. When multiple children are involved in an incident, we take the necessary precautions to preserve confidentiality, which means that your family will not get all of the details regarding another child that was involved in an incident with your child.

We make every effort to use all the resources available to support student success. Our staff are trained extensively in Positive Behavior and Intervention Systems, Love & Logic, and Growth Mindset. We work with teachers, principals, and school counselors as much as possible to align our practices with those of the school therefore giving the children consistency. We also partner with the Inclusive Child Care Program for additional support as necessary.

Discipline Procedures

- 1st Major Occurrence: Summer Day Camp staff will communicate with the child and connect with the family to address the challenges arising at program.
- 2nd Major Occurrence: The child will receive a second warning and the family is notified to discuss concerns and challenges. A possible removal from the session and a success plan may be suggested.
- 3rd Major Occurrence: The child may be withdrawn from the session and will not be able to return.

Camp Fire has a zero-tolerance policy for violence. If your child engages in a violent act causing possible harm to another child or staff person, they may be immediately suspended for at least one day of program and possibly removed from the session indefinitely.

Camp Fire has a zero-tolerance policy for attempts of intentional COVID-related transmission through serious acts or play. This includes, but is not limited to, not respecting personal boundaries and face coverings and/or intentionally coughing, sneezing, or spitting in the direction of any person in or around Camp Fire's program space. A child who partakes in the previously mentioned actions may be immediately suspended for the remainder of the session and may potentially be removed from future Summer Day Camp sessions. Please discuss health and safety expectations with your child.

Camp Fire has a zero-tolerance policy for racism or harassment and will not allow any to occur involving any children or staff. Our Summer Day Camp Staff interrupt and address this behavior when they see it. Please express to your child that if they feel threatened, a Summer Day Camp staff member is here to address all situations of racism and harassment. Racism and harassment will be handled immediately with disciplinary actions up to and potentially including dismissal from the session as determined by the Day Camp Director.

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

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>Session & On-Site Support</u>	
Portland Day Camp	West Linn Day Camp
<i>Creative Science School</i> Summer Site Phone: 503-209-2927	<i>Sunset Primary</i> Summer Site Phone: 503-997-9718
<i>Hayhurst Elementary</i> Summer Site Phone: 503-954-8543	
<i>Woodlawn Elementary</i> Summer Site Phone: 503-784-1395	
Portland Day Camp Director PDXDayCamp@campfirecolumbia.org	West Linn Day Camp Director WLDayCamp@campfirecolumbia.org
<u>Administrative Office Support</u>	
Tanya Spence, WLWV Before & After School Multi-Site Coordinator tspence@campfirecolumbia.org 971.910.2260	
Sam Morelli, PPS Before & After School Multi-Site Coordinator smorelli@campfirecolumbia.org 503.803.9223	
Jon Myers, Before & After School Program Director jmyers@campfirecolumbia.org 503.784.4093	
Josh Todd, President and CEO jtodd@campfirecolumbia.org	
<u>Billing & Registration Support</u>	
Amelia West, Before & After School Registrar awest@campfirecolumbia.org 971.340.1613	