Dear campers and families,

Welcome to Tualatin Hills Park & Recreation District summer camps where it’s a great place to be a kid! We have been providing quality day camp experiences for over fifty years and our programs are designed to provide a safe, supportive, nurturing environment where your child can grow socially, physically and mentally.

With best wishes for a great summer,
Sabrina Taylor Schmitt,
Recreation Department Manager

Tax Credit Number for Child and Dependent Care Expenses: #93-6011018

COVID-19 Updates and information:

This year camp will look a little different. Please read this entire handbook so that you understand the changes we need to incorporate. We are making every effort to reduce the spread of COVID-19, but at this time we recommend that individuals who are considered high risk for COVID-19 by the CDC do not participate in our camps and programs. Please do not bring your child to camp, if they or anyone in their household have recently had an illness with fever or a new cough.

Campers or staff who have had direct exposure to COVID-19 will not be able to return until 14 days after the exposure, assuming they do not develop symptoms. The child should remain home for at least 10 days after illness onset and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and diarrhea) are improving. Staff or campers who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.), do not need to be excluded from camp. Please include that information on your child’s health form.

Please do not congregate with other parents in the parking lot. Camp start and end times are staggered to allow for physical distancing and minimal interaction between different camp pods, so we ask that you not congregate or linger in the check in/out area or the parking lot. While you are waiting to check your child in/out, please maintain 6 feet of physical distance from anyone outside your household.
**Arrival at Camp:**

Parents, guardians, or caregivers are to use a pre-designated drop off and pick up location identified for your child’s camp. This is listed in this parent handbook and you will receive a detailed email with this information and other important paperwork.

Children must be escorted to camp by a parent, guardian, or caregiver, and be received by their THPRD staff member. The camper’s parent, guardian or caregiver and only the child/children attending the camp will, if possible, approach the registration area.

Prior to attending camp each day and/or entering the THPRD buildings, camp participants, parents, and guardians will be asked to answer health screening questions relating to COVID-19 for the participant or any immediate family member. The answers will be recorded on the check-in sheet.

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Nausea or vomiting
- Diarrhea

Any child or staff member with one of the following symptoms should not participate in a camp:
- Fever (greater than or equal to 100.4F)
- Cough
- Shortness of breath, or difficulty breathing.

In the absence of fever or respiratory symptoms, anyone with two of the following should be excluded from camp:
- Chills or shaking
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Parents will be required to take their child’s temperature before arriving to camp. If you forget to or otherwise cannot attest to their child’s temperature, the child will not be admitted to camp until the parent/guardian can attest to their temperature. If a thermometer is available, the child’s temperature may be taken onsite by staff, and the child may be admitted to camp.

To support contact tracing, each pod/program will have their own daily log. This log will be maintained according to the record retention schedule (minimum of 2 years). Each pod’s daily log shall include:

- Child’s name
- Drop off/pick up time
- Adult completing both drop off/pick up
- Adult emergency contact information
- Daily wellness check information
- List of all staff who interact with the pod including floater staff or Program Coordinators

Program staff will check photo ID of any person dropping off the child(ren) and will record the name of adult and the time of drop off. THPRD staff person shall sign-in the child on the sign in/out form on a daily basis provided at the designated point. This is to avoid having multiple people touch the same pen and clipboard.

Participants will be asked to wash or sanitize their hands before entering camp.

THPRD staff will then assume custody of the camper and escort them to their program area/Staging area.
Departure from Camp:

Authorized parents, guardians or caregivers are to use pre-designated pick up location which is the same as where you dropped off your child off. HMT will permit parents to walk up to their designated drop-off point. Program staff will check photo ID of any person picking up the child(ren) to verify they are listed as an authorized person for pick up. Those not authorized to pick up will not be allowed to sign out child(ren).

Staff and authorized parent, guardian, or caregiver shall acknowledge release of the child. In order to limit cross exposure between programs and complete the required contact tracing as effectively as possible, participants over the age of 10 will **not** be permitted to sign themselves or their siblings out from camp at the end of the program day.

Late Pick-up:

Occasionally parents, guardians or caregivers of children do not show up by the end of camp. Should this occur, the child will remain with their pod-leader or floater as long as possible, while staff try to reach the child’s emergency contact. If remaining with the pod-leader is not feasible, the child will be taken to an area supervised by a floater, making every effort to meet the appropriate physical distancing recommendation. Kids from other groups will not be combined due to the requirement of stable groups of 10.

- **Parent/guardians will be charged a $15 late fee for the first 15 minutes and $5 for each additional minute thereafter.**

Don’t forget.......... 

THPRD staff will confirm all required forms and information has been provided before your camper enters camp

- Medication form with all info needed
- Handbook signature page
- Brought Lunch, snacks, towel and water bottle
  *(No BSD lunches available)*
- Sunscreen Form & COVID-19 waiver completed
- Confirm weekly schedule
- Screening questions answered
Raleigh Park Arrival:

Prior to the start of camp, all participants will receive and are required to have the following forms completed and submitted to THPRD staff:

- Emergency Contact Information
- Medical and Physical Information
- Camp Handbook signature page
- Sunscreen waiver
- COVID-19 waiver

The start of day camps will be staggered, no more than two camps are to check in at the same point, at the same time. This will reduce lines, increase the ability to social distance, and prevent children/guardians in different camp-pods from comingling. We ask that you stay in your vehicle while you check-in your child.

Parents, guardians, or caregivers are to use a pre-designated drop off location. Please see below:

The following camps will be dropped off on the east side of the Raleigh Parking lot. See map Red star.

- Nature Camp: 9:15-12:15
- Summer Fun: 8:30-11:30
- Summer Fun: 8:45-11:45
- Tennis Camp: 9a –12 noon
MISSION STATEMENT

Our mission for Camp is:
to support and challenge students physically, mentally, and socially;
to inspire creativity, imagination, and life-long learning;
to provide an opportunity for kids to have fun, learn and express themselves through a variety of activities while maintaining a safe environment.

PHILOSOPHY OF PROGRAM

Tualatin Hills Park and Recreation District believes that children benefit from friendly and supportive interactions with other children and instructors. Our all-day camp program strives to provide a fun and educational environment where children can develop talents and recognize their importance both individually and within their community. Our program is designed to give children the opportunity to choose from a variety of activities including: social skills, physical play, creative endeavors and free time.

Code of Conduct

As a camper you have a right to:
- Be respected.
- A safe environment.
- Succeed.
- Listen and be heard.

As a camper, you have a responsibility to:
- Be on task.
- Not demean others.
- Respect others and their property.
- Follow directions, ask questions.
- Listen respectfully to others' ideas and wait your turn to speak.

The staff of the camp accepts responsibility to:
- Provide quality instructional programs in an integrated setting for each student.
- Provide an orderly classroom and a safe environment.
- Develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.

THPRD fully expects staff, students and parents to abide by the following character traits:
- Respect – for yourself, others, and THPRD property.
- Dignity – for others’ points of view and differences.
- Honesty – in athletics, and activities.
- Responsibility – for actions and words.
- Teamwork – value everyone’s contribution.

Our behavior management techniques include:
- Clearly communicating the expected behavior and restating the expectation if needed.
- Giving choices
- Telling the child what is desired behavior
- Praising appropriate behavior
- Re-directing the child to another activity

Photography Exemption

We often take photos of the children as they are enjoying camp. On occasion we will use these photographs in our printed publications and on our web page. Please request in writing if you do not wish your child’s photo to be used.

Camp Evaluation

We hope that your child will enjoy their camp experience. It is our desire to create a quality program and we value your patronage and feedback. Please feel free to complete a camp evaluation. We appreciate your suggestions as to how we can better serve you and your child.
Let’s Talk!

We encourage communication between parents and staff in order to create a friendly partnership for the benefit of the children. The Camp Directors and Program Coordinators are available to communicate with parents about suggestions, concerns, or things logged in the parent communication book. Additionally, your feedback is important in assisting us as we continue to offer high-quality recreation programs. Look for our evaluation forms throughout the term.

Discipline is an opportunity to provide children guidance and growth. Staff will encourage children to state their needs and listen to the needs of others. Our environment is structured to support children in making positive choices, which are guided by caring and supportive staff. When a participant’s behaviors impact their ability to interact with others or demonstrates the ability to control their emotions or to judge social and play situations appropriately, this may result in an interactive process with THPRD which may result in removal from a program.

Summary of Method
If a camper engages in inappropriate behavior, then the THPRD Staff in cooperation with the parents or guardian(s), instructors and other stakeholders will identify various accommodations and strategies to ensure that the behavior does not become disruptive or a safety threat.

Gross inappropriate behavior
Consists of any of the following behavior(s) that warrants immediate suspension without following the intervention steps:
- Criminal behavior / Criminal sexual behavior
- Violent behavior including, but not limited to: Punching, Hitting, Kicking, Biting, Slapping, Kicking, Verbal, etc.
- Inappropriate behavior that cannot be mitigated or controlled and posses a significant safety risk.

Step 1: Early Intervention
Staff will conference with participant and documents participant behavior. The staff is primarily responsible for the maintenance of proper participant behavior both within and outside of the classroom setting while attending THPRD program. Every reasonable effort should be made by staff to solve discipline problems before they are referred to the Program Coordinator/designee.

Step 2: Behavior Support & Strategies
Staff will document participant’s behaviors and determine appropriate intervention strategies. Staff alerts Center Supervisor who will contact participant’s parent(s) or guardian(s). Staff will work with the parent(s) or guardian(s), instructors and other stakeholders for the purpose of gathering additional information and to develop additional supports and accommodations for the participant.

Step 3: Behavior Modification Plan Development & Implementation
A positive and proactive approach to the maintenance of proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control, develop an intermediary plan with parent(s) or guardian(s) and staff that outlines goals and expectations for participation in the program and clearly identify conduct expectations and consequences for noncompliance, have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Staff and participants will actively monitor and evaluate the plan. The staff will meet on an “as needed” basis to evaluate the plan or consider more effective accommodations, redesign or modify the plan, if necessary, and communicate any changes. Staff will continue to monitor and evaluate the participant’s program engagement and behaviors. THPRD will document all meetings, telephone calls, Incidents, complaints, safety concerns, problems, successes, and make a recommendation(s) utilizing team member’s input and suggestions.

Step 4: Suspension
When staff refers the participant to the Program Coordinator, and parent(s) or guardian(s) are contacted, this notification indicates that the participant has not responded to previous interventions in the classroom. Referrals will result in a conference with the participant and parent(s) or guardian(s) and assignment of a consequence determined by the Program Coordinator. Returning to Step 1-3 interventions and alternate strategies may be considered by the Center Supervisor. For severe deviant behavior, incorrigibility, or repeated violations, the participant may be temporarily suspended from THPRD program for one to five (1-5) days by the Program Coordinator or designee.

Step 5: Removal from Program
When the participant does not respond to interventions or alternative placement, recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the Center Supervisor and Superintendent for approval. Expelled participant will not be permitted to return to the program’s facility or any other district facilities, or attend any district sanctioned events until the end of the expulsion period; this will be documented on their THPRD account.
**Supplies**

**Lunch and Snacks**
Every day, parents should send children to camp with a lunch that does not require refrigeration or a microwave. We ask that you avoid sending your child to camp with peanut-based products to accommodate our campers with severe peanut allergies. We also ask that you avoid sending mayonnaise or milk-based products as refrigerator or microwave access is not available. Please provide a snack for morning and afternoon based on your child’s needs.

**Dress Code**
Please have your child dress in play clothes and **closed-toe shoes** every day. Sandals make it difficult to play games and may result in injuries. Label the tags of all removable clothing with your child’s full name. Weekly calendars are sent home. . . Weather permitting, campers should have appropriate clothing for art projects, active play, and weather variation; we will be outdoors for the duration of camp.

**Staff**
Program staff members have received training in standard first aid and CPR, and have passed criminal background checks.

**Sunscreen**
Staff will verify with parent/guardian at drop off that sunscreen was applied before leaving the house. If sunscreen was not applied, staff will direct the camper to apply sunscreen immediately. Sunscreen will be reapplied at least every two (2) hours and after drying off from being wet. Staff will utilize liquid spray sunscreen on participants. Staff will spray sunscreen on the participant’s skin and direct them to rub the lotion in. Staff will then instruct the participant to rub their hands together and then rub their face to ensure their face is also protected. Staff will observe this process to ensure it is done correctly. If a patron requires a specific sunscreen due to medical reason, please add to the Medication Authorization from and patrons are to provide a bottle to the program.

**What Should I leave at home?**
Get ready for action-packed days! We ask campers to leave everything except lunch, snacks, water bottle, sunscreen, face mask, and a towel at home. Please do not bring personal belongings and valuables. This include electronics, cell phones, trading cards, stuffed animals, and more. We do not have a way to lock any items up or disinfect the items. Over the years, we’ve seen a lot happen to these beloved items. So, to protect your things and create the best camp environment, they are not allowed.
The health and safety of employees and campers is our highest priority.

THPRD Employees will be required to wear a mask or cloth face-covering during camp. Campers are encouraged to bring/wear a mask, however it is not required. We have increased disinfection procedures this summer. Toys and equipment will be disinfected throughout the day. We are limiting the sharing of equipment between camps and if items must be shared, they will be thoroughly disinfected before being issued to another camp.

EMERGENCY CONTACT FORM
Camper Information

If you have a change in address, phone number, emergency phone numbers, physician’s name, or child’s health status, it is your responsibility to update your online account at www.thprd.org and let the camp staff know immediately.

Handwashing Protocol

Participants and staff will be encouraged to extensively use hand sanitizer throughout the day and handwashing will be done at every transition or activity.

- Hourly “Hand sanitizer time!”
- Whenever staff or campers are observed touching their faces or high touch items
- Before and after using the restroom
- Before and after playing games
- Before and after art projects or other activities

If you need to have someone pick up your child who has not been listed on the authorized list, you must update your on-line emergency contact and pick-up information.

Staff will ask for information from the Health/Emergency form to verify identity. Again, staff is required to ask for photo I.D. before releasing the child to anyone, so remember to bring ID. If there are circumstances where your child is not allowed to be picked up by an individual, please note this on their Health/Emergency form and inform the Director. You will have to provide legal documentation to restrict a parent from picking up a child.
Medications

Medications must be delivered in original prescription containers with a maximum limit. Parents must fill out a Medication Authorization form (available online or with the director), which indicates the dosage and time the medication should be dispensed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to your child. Prescriptions must be brought and taken home each day.

If your child isn’t feeling well....

Your child will be removed from the activity to isolate them from other participants. If the parent/guardian is on-site, they will check the child out of the activity and take them home. If the parent/guardian is not on-site, staff will attempt to contact parent/guardian from the emergency contact information to pick up their child. Staff member will continue to monitor the child’s condition until the parent/guardian arrives. The parent will follow the appropriate check-out procedure and take the child home.

Staff will alert the parent/guardian to expect a follow up phone call later in the day or the following day.

Tualatin Hills Park & Recreation District has a no-nit policy regarding head lice. If nits are discovered during camp you will be contacted to pick up your child. Your child will not be allowed to return to camp until all nits have been removed.

In the event of an accident, we will administer first aid and make all attempts to contact the parent(s) or emergency contact person(s). If needed, we will call 911 for assistance.
I have read this handbook with my child and understand all the information provided.

I agree to all of the terms and conditions within.

Parent Signature:_______________________________________________________

Camper Signature:_________________________________________________________________

Camper Name (Printed):_____________________________________________________

Date:_________________________________________________________________

Student Photography Exemption   ☐