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, Interim Recreation and Aquatic Director

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

THPRD is committed to providing a fun, memorable, and safe camp experience for all.

THPRD is committed to the continued health and safety of our patrons. Daily health screenings will be conducted each day at camp drop-off to track symptoms and potential illness. Daily attendance tracking of all participants and staff who interact with each camp will be maintained.

At this time, masks are optional at all THPRD public spaces, both indoors and outdoors. Masks are encouraged where physical distancing is not possible. THPRD wants to keep you safe in our programs, parks, trails, and facilities. We recognize that people will have varying comfort levels with guidance changes. Please be aware, respectful, and considerate of people’s individual choices.

After reviewing this Summer Camp Handbook with your camper, please go to your online account and click the checkbox indicating your approval and acceptance.
**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. You will receive a detailed email with this information and other important paperwork in advance of camp starting. Children must be escorted to camp by a parent, guardian, or caregiver, and be received by their THPRD staff member.

Prior to attending camp each day camp participants, parents, and guardians will be asked to answer daily health screening questions relating to COVID-19 that will be recorded on the daily check-in sheet. Each camp/program will have their own daily log of attendance for COVID-19 tracing purposes. THPRD staff person shall sign-in the child on the sign-in/out form on a daily basis provided at the designated point.

THPRD staff will then assume custody of the camper and escort them to their program/staging area.

**If you child isn’t feeling well:**

Please notify camp staff if your child will be staying home or missing a day of camp. If your camper experiences any illness, please work on their return to camp plan. THPRD’s current Communicable Disease Management Plan requires that:

Any child or staff member with **one** of the following symptoms should not participate in a camp (primary COVID-19 symptoms):
- Fever of 100° F or greater
- New or unusual cough
- Shortness of breath, or difficulty breathing
- Chills
- New loss of taste or smell

Any child or staff member with **two** of the following symptoms should not participate in a camp (secondary COVID-19 symptoms):
- Runny nose or congestion
- Sore throat
- Body aches/sore muscles
- Fatigue
- Headache
- Nausea or vomiting
- Diarrhea

Participants who have had one primary symptom or two secondary symptoms may return to camp once they are 24 hrs symptom free, and have either quarantined for 5 days, have a negative COVID-19 test (cannot be a home test) or a written alternative diagnosis.

Per our THPRD Program Policy, we ask that campers stay home till they are 24 hours symptom free if they are experiencing:
- Nausea or vomiting, diarrhea, or a rash
- Any single secondary COVID-19 symptom

If your child develops symptoms while at camp, parents or guardians will be contacted to pick up their child. Staff members will monitor child’s condition until the parent or guardian arrives. The parent or guardian will follow the appropriate check-out procedure and take the child home.
Departure from Camp:

Authorized parents, guardians or caregivers are to use the pre-designated pick-up location which is typically the same as where you dropped your child off. 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 (as listed on the Emergency Contact Form). 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. Participants over the age of 10 will be permitted to sign themselves or their siblings out from camp at the end of the program day, only if they have a signed waiver from their parent or guardian.

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 camp leaders as long as possible, while staff try to reach the child’s emergency contact. If remaining with the camp staff is not feasible, the child will be taken to the center’s front desk area or the offsite area that is supervised by staff until pick up.

- 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 the following required forms and information have been provided, before your camper can enter camp:

- Emergency Contact and Medical Information Form
- Medication form with all info needed (as needed)
- Handbook signature page
- Sunscreen Form
- Brought lunch, snacks, and water bottle *(Check your center to see if BSD lunches are available)*
- Confirm weekly schedule
- Screening questions
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 & 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.
- Stay with the group.

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 – valuing 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 pages. 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.

Step 1: Early Intervention
Staff will conference with participant and document 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 participants 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 Manager 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.

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 poses a significant safety risk.

Consists of any of the following behavior(s) that warrants immediate suspension:
- Gross inappropriate behavior
**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. Weather permitting, campers should have appropriate clothing for art projects, active play, and weather variation; we will be outdoors frequently during camp.

**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 might not be available. Please provide a snack for morning and afternoon based on your child’s needs and camp length.

**Supplies**

**Staff Training**
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 Form and provide a bottle of sunscreen to the program.

**Field Trips**
Our Full Day camps may have field trips which are scheduled during camp time. These trips will vary in length and time of day. You will receive prior notice about trip details from the staff via the welcome letter and weekly schedule. Transportation is provided in THPRD vehicles (vans or mini-buses) or by a transportation company. Campers are accompanied by THPRD camp staff any time they leave a camp location. Campers may need to be dressed in their camp T-shirt on off-site trip days. If your child is not coming to camp on the field trip day, please call the center to inform camp staff. Refunds are not given if your camper misses a field trip.

**What should I bring or leave at home?**
Get ready for action-packed days!

**BRING:** A backpack, snacks, water bottle, sunscreen, and lunch (if full day camp). Optional supplies include face mask, towel and clothes for the weather.

**LEAVE:** Please do not bring personal belongings and valuables. This includes electronics, cell phones, trading cards, stuffed animals, toys, and more. Over the years, we’ve seen a lot happen to these beloved items. To protect your things and create the best camp environment, these items are not allowed.
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/portal and let the camp staff know immediately.

THPRD Camp Cancellation Policy

Requests to drop or change a camp registration must be made at least two weeks (14 days) prior to the start date of camp. Camp deposits are not refundable. No credit will be applied to your account with less than 14 days notice. We require this notice because materials, expenses, and staffing decisions are made in advance based on registration numbers.

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

Staff will ask for information from the Emergency Contact Form to verify identity. Again, staff is required to ask for photo ID 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 Emergency Contact form and inform the Director.

You will have to provide legal documentation to restrict a listed parent or guardian 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 camp director), which indicates the dosage and time the medication should be dispensed. Over-the-counter medications must also include a dosage label. Staff will keep a log of medications dispensed to your child.

Emergencies

We will do everything possible to minimize accidents through preventative safety, close supervision, attentive facility maintenance, and consistent behavior support and discipline. In the event of an accident that requires more than reassurance and a Band-Aid, our staff will attend to the camper’s needs, call the emergency contact listed on the child’s Emergency Contact and Medical Information form, and fill out a THPRD incident report.

All staff have current certifications in First Aid, CPR, and AED and will provide basic emergency assistance when needed. 911 will be called in the event that a higher level of emergency assistance is necessary. First Aid kits are available in all of our classrooms and carried by staff members during outside activities.

Inclusion Program

THPRD promotes the power of choice to enhance the quality of life for individuals of all abilities by providing diverse, accessible recreation in an environment that promotes dignity, success, and fun. Through inclusion services, THPRD may provide reasonable staff support for those who prefer other THPRD programs or activities. If you would like to discuss or request inclusion services for your child at camp, contact inclusion services by emailing inquires to inclusion@thprd.org or calling 503-629-6330.
I have read this handbook with my child and understand all the information provided.

I agree to all of the terms and conditions within.

(This is the page you can complete in your account!)

Parent Signature:_______________________________________________________

Camper Signature:_______________________________________________________

Camper Name (Printed):___________________________________________________

Date:_________________________________________________________________

Student Photography Exemption □