



St. Johns Community Center Summer Camps 2019!

Welcome! This packet contains the policies & procedures that ensure everyone involved in the program has a positive experience.

CAMP PHILOSOPHY

We offer healthy, active, engaging, fun recreational and educational activities to all our participants. We are an “unplugged” camp, which means while your child is with us they don’t play video games, watch television or movies, or play with phones and other devices. The daily schedule is flexible and campers are encouraged to participate in all activities. We maintain a 1:10 counselor to child ratio to ensure the safety of all children.

WHO’S WHO

Building Director: Craig Ward **Recreation Coordinator:** Hunter Weiss
Preschool Lead: Jessica Cruz **Customer Service:** Alexis Magaña-Escarcega

Youth Day Camps:

Summertime Thrills Camp Staff: Mikayla (Lead), Micaella, Manny, Kyrah, Kaiya, Guleed
Sport Madness Camp Lead: Ethan (Lead), Tupeh, Lexi

Preschool Day Camps:

Summer Friends Camp Staff: Xeroncia (Lead) and Ester
Jr. Discovery Camp Staff: Jessica (Lead) and Emma
Jr. Sports Camp Staff: EJ (Lead)

Preschool & Youth Gymnastics Camps:

Camp Staff: Alison

Your first point of contact for addressing concerns or pertinent information should be the lead staff person of your child’s camp. In addition to the experience they have brought with them, all staff have gone through 3 or more days of training to prepare for summer camp. We have a FANTASTIC team of people in place to ensure your child is safe, having a great summer experience and well cared for. If at any point throughout the summer you feel you are not getting the assistance or resolution you need, or you have a safety concern, please check in with Craig, Hunter, or Alexis.

CAMP TIMES

Please note the start and end times of your camp. Our staffing levels are based on the number of registrations and in order to keep kids safe, we must stay within our 1:10 ratio.

Youth Camps

- Summertime Thrills: 9am-5pm
- Sports Madness: 9am-5pm
- Gymnastics: 9am-12pm or 2-5pm

Preschool Camps

- Jr. Discovery: 9am-1pm or 1pm-5pm
- Summer Friends: 9am-12pm
- Jr. Sports: 9am-12pm
- Gymnastics: 9am-12pm or 2-5pm

Before & After Care Options

- Before Care: 7:30-9am
- After Care: 5-6pm

Recreation Services

1120 SW 5th Avenue, Suite 1302
Portland, OR 97204
Tel: 503-823-PLAY (7529) | Fax: 503-823-6007

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Nick Fish, Commissioner
Adena Long, Director



WHAT TO EXPECT

- Give yourself 10 or 15 extra minutes on the first day of camp. It can be a bit hectic while we are checking everyone in. For safety's sake, we must make sure we have all the required forms and information in the event of an emergency. Please, make sure to fill out the online ePACT forms prior to arriving to camp.
- Day camp is "unplugged" – We operate under a philosophy that kids should be active and engaged with their peers and staff while here at camp. Please leave ALL electronic devices at home (iPods, phones, etc.).
- Tired children at the end of the day – we are very active

CAMP CHECK IN/OUT PROCEDURES

A parent or designated guardian (18 years or older) is required to sign your child in and out of camp. While this ensures your child's safety, it also provides a chance for the staff to speak directly with guardians about the day's activities and gives guardians a chance to ask any questions they may have. Please keep in mind that we may ask for identification from any person who is picking up your child. If you require someone else to pick up your child that isn't listed on their participation form, we will need confirmation either verbally or in writing from a parent or guardian.

LUNCH & SNACKS

Campers will have access to the free Federal Lunch Program (this program runs June 17 –August 23) that is offered in St. Johns Park. Please, send your camper with at least two snacks and a water bottle each day. We ask that you also limit the number of sugary snacks and drinks you send with your child. Campers are not allowed to purchase snacks during the day, so please do not send money.

WHAT TO BRING

Please label your child's items with your child's first & last name.

- Water Bottle
- Snacks (*2 for full day camps, 1 for half day camps*)
- Sunscreen
- Athletic shoes or sandals with a back (*No flip flops*)
- Appropriate clothing for being active

WHAT TO LEAVE AT HOME

- ALL Electronic Devices
- Pokémon or Trading Cards
- Money or Any Items of Value
- Cell Phones
- Water Balloons/Water guns
- Lighters/Matches

Campers should not bring their personal items (cell phones, games, toys, etc.) to the camp program. This ensures valuable items are not lost or stolen. If a camper brings an inappropriate item to camp, the item will be taken away and returned at the end of the day.

SWIMMING (*Summertime Thrills and Sports Madness Only*)

We will be swimming at least once a week, so make sure you include a towel, sun block and a bathing suit on those days.

- Summertime Thrills- Tuesday afternoons
- Sports Madness- Thursday afternoons

We are required to maintain our 1:10 ration while in the pool. If you choose not to have your child go swimming you will need to make other arrangements for their care that day. PP&R Aquatics Department requires all counselors to be in the water. We do not have enough staffing to have someone on deck.





FIELD TRIPS (*Summertime Thrills & Sports Madness Only*)

Our field trips will usually be on Wednesdays*. **Lunches should always be packed on field trip days (unless otherwise noted), as we will not be on site to pick up the free lunch option.** Transportation to these field trips will be by chartered bus, Tri-Met, or our community center passenger bus. Please note that return times from our field trips are approximate and campers may sometimes return later than expected. By enrolling in camp, you have given permission for your child to attend these field trips. If you don't want your child to participate in the field trip(s), you will need to make other arrangements for their care that day.

Camp Dates	Fieldtrip Day	Location
6/17-6/21	Wednesday	Mt. Tabor Park
6/24-6/28	Wednesday	Field Day @ Peninsula Park Community Center
7/1-7/5	Wednesday	Swimming @ Wilson Pool
7/8-7/12	Wednesday	Playworks @ St. Johns Community Center
7/15-7/19	Wednesday	Field Day @ St. Johns Community Center
7/22-7/26	Wednesday	Blue Lake Park
7/29-8/2	Wednesday	Field Day @ Charles Jordan Community Center
8/5-8/9	Wednesday	Swimming @ Mt. Scott Community Center
8/12-8/16	Wednesday	Broadway Rose Theatre: Cinderella
8/19-8/23	Wednesday	OMSI @ St. Johns Community Center

BEHAVIOR MANAGEMENT

We strive to meet the needs of all children by using a positive behavior management style. This strategy teaches important social and life skills in a manner that is respectful and encouraging for both children and adults. Our goals are to teach young people to become responsible, respectful and resourceful in their interpersonal relationships. We focus on conflict resolution skills and empathy. Positive behavior management is based on the understanding that campers must be taught acceptable behaviors to become responsible for their own choices.

We set and communicate three overarching guidelines: Be respectful, be responsible and be safe. Expectations and boundaries are discussed on the Monday of each week. If issues arise, we the follow these guidelines:

1. Consistently reinforce positive behaviors when we see the group/individuals meeting the expectations.
2. Give a verbal reminder of the desired behavior.
3. Redirect their behavior by describing the action we want to see.
4. Take a break from the activity. (*No longer than 5 minutes*)
5. Time in the office if the behavior continues. (*No longer than 10 minutes*)

You may be notified of certain issues arising with your child and asked to sign a behavior log. This is just a means of communicating what is going on regarding behavior issues so we can work together to help children be successful.

Administration

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MEDICATION

If it is necessary for your child to take medications while they are in our care, a written parental consent by the way of the Authorization for Medication Administration Waiver & Release form must be completed and on file with your child's participation form for us to administer any medication. Please complete the necessary paperwork and provide **only a single daily dose in its original container**. It must be properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration. Directly give the medication to a staff member at the front desk when you drop off your child. Medication will be returned to the parent/guardian at the end of the day. Medications are stored out of the reach of children. We cannot receive medications in other containers and we cannot accept it from your child. Only trained staff will administer medication at the appropriate time. **We cannot keep medication overnight.**

The following non-prescription medications require written parental consent and can be given only at the dose, duration and method of administration specified on the manufacture's label for the age or weight of your child.

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching

A physician's written authorization is required for non-prescription medication that is not included in the above list, or for any of the above medicines that are to be taken differently than indicated on the manufacturer's label. We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed.

Please bring your child to camp with sunscreen pre-applied and send them with extra to reapply if needed. Full day camps will take breaks to apply sunscreen, campers will be asked to rub their sunscreen in on their own. Please see the front desk if you have any questions or concerns.

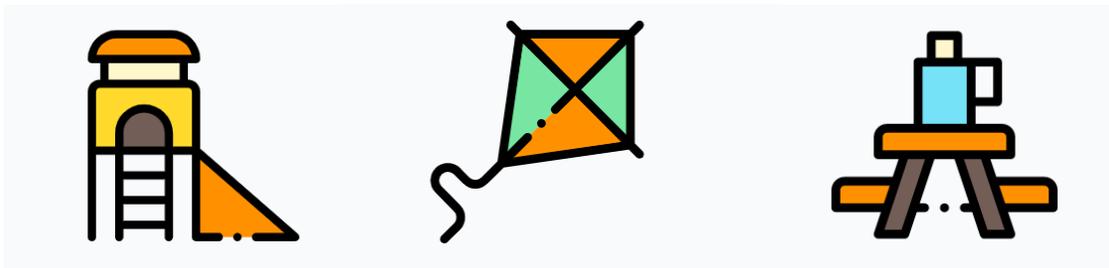
St. Johns CC staff is not allowed to assist campers with application of anti-itching ointments, or lotions.

MEDICAL EMERGENCIES

In the case of life threatening emergencies, a member of our staff will immediately call 911 and if needed, administer first aid and CPR. We will notify you as soon as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed a staff member will accompany your child and will stay with him/her until you arrive. We will utilize your chosen hospital if possible.

For minor emergencies and injuries, there will always be a staff person on duty who is trained in First Aid/CPR and will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately (bumps, small cuts, etc.), a Bumps & Bruises Report will be provided when you pick up your child.



ILL CHILD

We cannot accept children for the camp when they are ill. Staff will observe each child upon daily arrival and if your child is experiencing any of the following symptoms, we will call you and ask that other arrangements be made for their care. We will separate your child from the other children until you can arrive:

- Fever of 101° F or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea – 3 or more watery stools in a 24-hour period
- Draining rash
- Eye discharge or pink eye
- Too tired or too sick to participate in daily activities
- Lice or nits
- Mucus discharge from nose

CAMP WITHDRAWALS/REFUNDS

If you need to withdraw, a full refund will only be issued if the notice is given by 12pm on the Wednesday before the camp start date. Withdrawals made less than three days in advance will be assessed a \$15 withdrawal fee. Withdrawals made during the week will be prorated.

ADAPTIVE & INCLUSION RECREATION SERVICES

Portland Parks & Recreation provides accommodations to participants with disability or specific needs to allow everyone to take part in PP&R activities that are in their chronological age group. Activities are done in an inclusive setting. To request services, please contact Adaptive & Inclusive Recreation at (503) 823-4328. Please, note that they have a 10-working-day notification policy. In the summer this policy is extremely important. More people utilize their services during this time of the year. Staffing and availability of inclusion assistants can be limited. To provide the best services possible, they need the maximum amount of time to match up assistants and schedule them.



HOPE YOU HAVE A GREAT SUMMER!