

# Summer Camp Handbook

Dear Campers and Families,

Welcome to Tualatin Hills Park & Recreation District's Summer Camp Handbook! Thank you for choosing us for your summer camp experience! We look forward to providing safe, positive, inclusive camps for all participants!

To make sure you're prepared and ready for camp, please review this Summer Camp Handbook with your camper. When finished, please sign the Camp Handbook acknowledgment page in your THPRD account. Please don't hesitate to reach out to our Camp Directors, Program Coordinators and Center Supervisors if you have any questions or need any additional information before summer.

Thanks again for your support! We look forward to seeing you at camp!

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



## **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 a THPRD staff member. A THPRD staff person shall check the child into camp on a daily basis provided at the designated point. A THPRD staff member will assume custody of the camper and escort them to their program/staging area.

## **IF YOUR CHILD ISN'T FEELING WELL:**

Please notify camp staff if your child will be staying home or missing a day of camp. If your child should develop an illness, such as Covid, flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Camp Director or Program Coordinator immediately. Please use the following guidelines in determining whether to send your child to the program. Your child should remain home if they have:

- A temperature above 100 degrees.
- An unusual cough.
- Shortness of breath.
- Vomiting or diarrhea during the night or early morning.
- Exposure to a confirmed case of Covid.



Participants who have had the above symptoms may return to camp once they are 24 hours symptom free, or have a written alternative diagnosis.

## **COVID-19**

Guidance will be based on the most recent OHA or Department of Education recommendations.

## **NO-NIT POLICY**

Tualatin Hills Park & Recreation District has a no-nit policy regarding head lice. If nits are discovered during camp hours, 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.

## **EMERGENCY ASSISTANCE**

In the event of an accident, we will administer first aid and attempt to contact the parent/guardian(s) or emergency contact person(s). If needed, we will call 911 for assistance.

## **MEDICATIONS**

Medications must be delivered in original prescription containers with a maximum limit. Parents/Guardians must fill out a Medication Authorization form (available online or with the director), which indicates the dosage and time the medication should be distributed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to the student. Prescriptions that are not picked up at the end of the program will be disposed of.

If your child develops symptoms while at camp, parents or guardians will be contacted to pick up their child. Staff members will monitor the 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. These forms will be available on the first day of camps.

## 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.*



THPRD staff will confirm the following required forms and information have been **updated in your THPRD account** prior to camp:

- Emergency Contact and Medical Information Form
- Medication Form with all info needed (*as needed*)
- Handbook Signature Page
- Sunscreen Form



## FIELD TRIPS

Our field trips occur during scheduled camp time, but vary in length and time of day. You will receive prior notice about trip details from the staff via the weekly schedule distributed on Monday. If your child is not coming on the field trip day, please call the Center to inform camp staff. Refunds will not be given if your camper misses a field trip.



# 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 child.
- 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 child.

**THPRD fully expects staff, children 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, THPRD Staff, in cooperation with the parent(s) 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** Any of the following behavior(s) 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.

### Step 1: Early Intervention

Staff will communicate 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.

# Supplies

## Lunch and Snacks

For full-day camps, 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.



## 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.

## 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 sunscreen on participants. Staff will apply sunscreen to participant hands and direct them to rub the lotion in. Staff will 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.

## 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. Please check your camp welcome email for additional instructions.

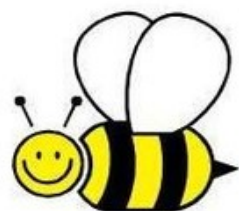
**LEAVE:** Please do not bring personal belongings and valuables. This includes electronics, cell phones, trading cards, stuffed animals, toys, and more. Over the years, we've seen a lot happen to these beloved items. To protect your things and create the best camp environment, these items are not allowed.



Be Respectful



Be Responsible



Be Safe





## **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](http://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 of anyone picking up a child from camp.**

Staff will ask for information from the Emergency Contact Form to verify identity. Again, staff are required to ask for photo ID before releasing the child to anyone, so remember to bring ID at pick-up. If there are circumstances where your child is not allowed to be picked up by a certain individual, please note this on their Emergency Contact form and inform the Camp 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@thprd.org](mailto:inquires@thprd.org) or calling 503-629-6330.





# Please complete the following in your THPRD online account.

Please fill out your required camp forms here on your registration page:

- Emergency Contact & Medical Information Form
- Medication Form with all info needed (*as needed*)
- Handbook Signature Page
- Sunscreen Form

**TUALATIN HILLS PARK & RECREATION DISTRICT**  
myTHPRD - Online Registration

**Swim Instructor Shortage Limits Swim Classes**

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For the upcoming summer term, beginning next week, we are still experiencing a substantial staffing shortage. Consequently, this has led to reduced facility hours, limited programming, and a notable decrease in the number of swim classes available.

We understand the frustration of logging in early on registration day and finding limited or no class options available at the location, day, or time you need. We deeply appreciate to the community because we know learning to swim is essential and how much our community relies on safe, reliable, and affordable access to swim classes.

The tough reality is THPRD has had a challenging time hiring swim instructors. We are working hard to recruit staff, but we could use your help. If you know people with experience teaching swimming or lifeguarding, please refer them to THPRD. If you know people who are interested, we have trainings available and can teach lifeguarding skills. We also have volunteer opportunities to help teach and train swim instructors. We appreciate your help in sharing these aquatic opportunities broadly.

Please know, we will do everything we can on our end to increase our staffing to add swim lesson options as quickly as we can. We appreciate the public's patience, support, and understanding, as we do our best to build programming back to where it needs to be.

**Welcome to your online portal for THPRD class registration and activity information!**

In this section of our website, you can:

- Search and register for classes & activities
- View current registrations
- View/Print invoices
- View history of Drop-In activity
- View remaining balance of fitness pass(es)
- Check assessment status
- View/Update contact information
- Pay balance on registrations with deposits

**Cancellation and Refund Policies**

**Classes**

- To receive a refund, you'll need to cancel at least five days before the class begins.
- If you cancel fewer than five days before the class starts, your refund will be in the form of a THPRD gift card.
- If you cancel more than twice in a term (per registrant), a cancellation fee may be assessed.

**Camps**

- Each camp requires a non-refundable deposit of \$30 per week; deposits are transferable through June 1, 2023 but are non-refundable.
- A camp must be canceled at least 14 days in advance to ensure refund (minus deposit).

[Click here to read complete policy.](#)

To protect your account, please **logout** when you are finished.  
Web Support | Privacy Policy | Facility Directory | EWP

