



TUALATIN HILLS
PARK & RECREATION DISTRICT



SUMMER

CAMP

HANDBOOK





WELCOME TO THPRD SUMMER CAMPS!

Dear Campers and Families,

Thank you for choosing us for your summer camp experience. Our mission is to provide safe, positive, inclusive camps for all participants.

Please review this Summer Camp Handbook with your camper to ensure you're prepared and ready for camp. When finished, please sign the Camp Handbook acknowledgement page in your THPRD account. Please contact our Camp Directors, Program Coordinators, and Center Supervisors, if you have questions or need additional information before summer.

REGISTRATION INFORMATION

Summer Camp Deposits and Balances

For full-day summer camps a \$30 deposit is required per week for each participant for weeks 2-10. Full balance for week 1 is due at time of registration. All camp balances will be due by 5pm on the Monday two weeks prior to the start date of each camp week. An individual's space in the camp will be forfeited automatically if the balance is not paid by the two-week prior deadline. However, the deposit may be transferred to another THPRD camp program prior to May 31.

THPRD Camp Cancellation Policy

Requests to drop or change a camp registration must be made at least two week (14 days) before the start date of camp. No credit will be applied to your account with less than 14 days' notice. Camp deposits are not refundable. However, camp deposits are transferable prior to May 31. We require this notice due to materials, expenses, and staffing decisions that are made in advance based on registration numbers.



Prior to the start of camp, participants are required to have the following forms completed and submitted in the THPRD online account (instructions below):

- Emergency Contact Information form
- Medical and Physical Information form
- Sunscreen Waiver
- Camp Handbook Acknowledgement

Below are the step-by-step instructions on how to update the online forms. Paper copies will also be available at drop off, but we recommend updating these forms online if possible as it tends to be both faster and easier.

- Visit <http://www.thprd.org/>
- Click “Registration LOGIN” in the upper right-hand corner.
- Enter your login information in the blue box.
 - If this is your first time logging in, please click “Activate web account” and follow the instructions to create your account.
- Once you are logged in, click on the link in the blue left-hand navigation bar that says, “Emergency Contact & Medical Information.”
- Click “Add Emergency Contact Information” under each child’s name and complete:
 - Emergency Contact / Authorized to Pick Up Form
 - Physician & Insurance
 - Medical & Physical Information
 - Permission to Apply Sunscreen
 - Camp Handbook

Class Search

Tennis / Pickleball
Reservations

Shopping Cart
Pay Balance

Interest Lists

My Household

Member Details

**Emergency Contact &
Medical Information**

Aquatic & Tennis Levels
Current Registrations
Drop-In History
Invoice History
Pass Status
Assessments

Emergency Contact / Medical & Physical Information

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

You must click “update” and check the box at the bottom of the page when you are done entering/reviewing all information or the information will not save, and you will have to enter it again.

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 before camp starts. 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 daily 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-19, flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Camp Director or Program Coordinator immediately. Your child should remain at home if they feel sick or have a fever.

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

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.

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 dosage 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 not picked up at the end of the program will be disposed of through Safety Services.

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 the 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 their child(ren).

Staff and authorized parent, guardian, or caregiver shall acknowledge the child's release. Participants over ten 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.

AUTHORIZED PICK-UP

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

Staff will ask for information from the Emergency Contact Form to verify identity. Again, staff must 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 specific individual, please note this on their Emergency Contact form and inform the Camp Director. You must provide legal documentation to restrict a listed parent or guardian from picking up a child.

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 staying with the camp staff is not feasible, the child will be taken to the center's front desk, or the offsite area supervised by staff until pick up. Parents/guardians will be charged a \$15 late fee for the first 15 minutes and \$5 for each additional minute after that.



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. Field trips that require transportation are made on a bus or in a van with a trained, certified driver. If your child is not attending camp 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.

LUNCH AND SNACKS

Parents should send children to camp for full-day camps 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 the morning and afternoon based on the child's needs and camp length.

*(Check your center to see if BSD lunches are available at your site)

SUNSCREEN

Parent/guardian should ensure sunscreen is applied before arrival at camp. If not, 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 apply sunscreen to the camper's hands and direct them to apply any lotion. Staff will observe this process to ensure it is done correctly. If a participant requires a specific sunscreen for medical reasons, please add it to the Medication Authorization Form and provide a bottle of sunscreen to the program.

DRESS CODE

Please have your child dress in play clothes and closed-toe shoes every day. Label the tags of all removable clothing. Weather permitting, campers should have appropriate clothing for art projects, active play, and weather variation. We will be outdoors frequently during camp.

WHAT SHOULD I BRING AND WHAT SHOULD I 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. To protect your things and create the best camp environment, these items are not allowed.

STAFF TRAINING

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



EMERGENCIES

We will do everything possible to minimize accidents through preventative safety, close supervision, attentive facility maintenance, and consistent behavior support and discipline. In an accident requiring 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.

Staff have current First Aid, CPR, and AED certifications and will provide basic emergency assistance when needed. Emergency Services (911) will be called if a higher level of assistance is necessary. First Aid kits are available in classrooms and carried by staff members during outside activities.

EMERGENCY CONTACT FORM

If you have a change in address, phone number, emergency phone number, physician's name, or child's health status, you are responsible for updating your online account at www.thprd.org/portal and informing the camp staff immediately.

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 EVALUATIONS

We hope that your child will enjoy their camp experience. We desire to create a quality program and 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.

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. THPRD may provide reasonable staff support through the Inclusion Services department for those who prefer it. If you want to discuss or request Inclusion Services for your child at camp, email inclusion@thprd.org or call 503-629-6342.

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 and 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 that will respond to social, emotional, personal, and physical developmental needs.

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 desired behavior is.
- Praising appropriate behavior.
- Re-directing the child to another activity.

Let's Talk Behavior!

We encourage communication between parents and staff 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 and concerns in dealing with their child(ren). 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.



Redirection or Development is an opportunity to provide children the 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.

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 abuse, etc.
- Inappropriate behavior that cannot be mitigated or controlled and poses a significant safety risk.

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.

THPRD BEHAVIOR MATRIX

Step 1: Early Intervention

Staff will communicate with the participant and document participant behavior. The staff is primarily responsible for maintaining 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 the 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 to gather additional information and 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 participants, 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 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, and successes and make a recommendation(s) utilizing team members' 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 the assignment of a consequence determined by the Program Coordinator. Returning to Steps 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 the 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, the recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the Center Supervisor and Manager for approval. The 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.

THPRD Center Directory

Facility	Phone
Administration Office	503-645-6433
Aloha Swim Center	503-629-6311
Babette Horenstein Tennis Center	503-629-6331
Beaverton Swim Center	503-629-6312
Cedar Hills Recreation Center	503-629-6340
Conestoga Recreation and Aquatic Center	503-629-6313
Cooper Mountain Nature House	503-629-6350
Elsie Stuhr Center	503-629-6342
Garden Home Recreation Center	503-629-6341
Harman Swim Center	503-629-6314
Raleigh Swim Center	503-629-6310
Somerset West Swim Center	971-317-6833
Sunset Swim Center	503-629-6315
Tualatin Hills Aquatic Center	503-629-6310
Tualatin Hills Athletic Center	503-629-6330
Tualatin Hills Nature Center	503-629-6350





TUALATIN HILLS PARK & RECREATION DISTRICT

Tualatin Hills Nature Center Camp Information



Locations:
Tualatin Hills Nature Center
Cooper Mountain Nature House
Jenkins Estate
Athletic Center
Elsie Stuhr Center

Nature Explorers Camp

Location: Tualatin Hills Nature Center

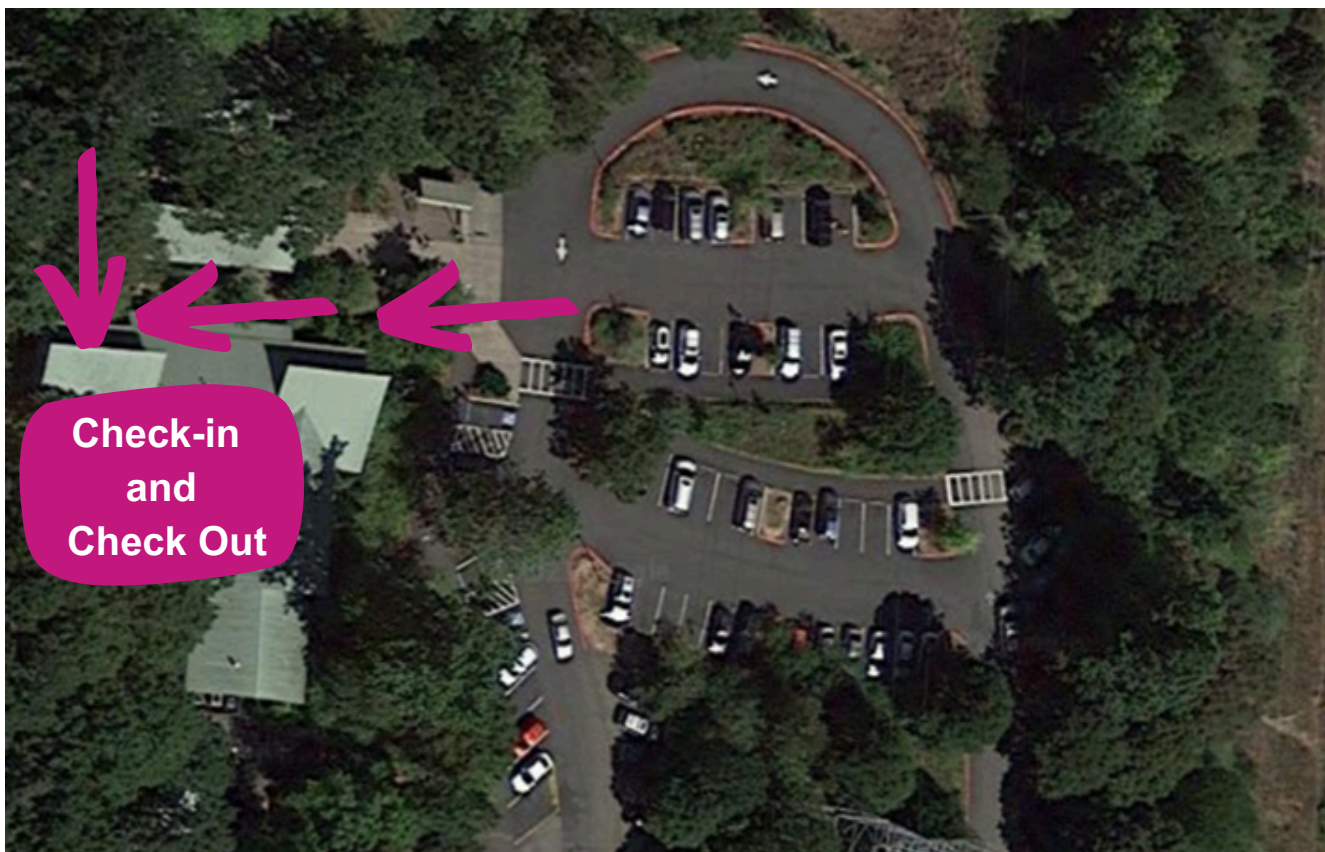
Time: 8:00 am-5:00 pm

Ages: 7-10 year olds

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

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



Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton OR 97003
(503) 629-6350

Mini Nature Camp & Wild Adventures Camp (WAC)

Location: Cooper Mountain Nature House

Time: Mini 9:00 am-12:00 pm WAC 8:30 am-4:00 pm

Ages: 6-9 year olds

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

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



Cooper Mountain Nature House, 18892 SW Kemmer Rd., Beaverton, OR 97007
(503) 629-6350

Camp Wild Things

Location: Jenkins Estate Gatehouse

Time: 9:00 am-12:00 pm & 1:00 pm-4:00 pm

Ages: 4-6 year olds

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

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



Jenkins Estate, 8005 SW Grabhorn Rd, Beaverton, OR 97007
(503) 629-6350

Camp Green

Location: Tualatin Hills Nature Center

Time: 8:00 am-5:00 pm

Ages: 10-13 year olds

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

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



Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton OR 97003
(503) 629-6350

Art in Nature

Location: Tualatin Hills Nature Center

Time: 9:00 am-12:00 pm

Ages: 7-10 year olds

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

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



Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton OR 97003
(503) 629-6350

Partnership Camps

Prior to the start of camp, all participants are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
 - Permission to Apply Sunscreen
 - Summer Camp Handbook Acknowledgment
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Camp Name: Sports and Nature Camp

Location: Tualatin Hills Athletic Center
15707 Walker Rd Beaverton OR 97006

Time: 8:30 am-3:30 pm

Ages: 6-10 year olds

Camp Name: Grandparents Camp

Location: Elsie Stuhr Center
5550 SW Hall Blvd Beaverton, OR 97005

Time: 9:00 am-1:00 pm

Ages: 6-10 year olds