PARENT HANDBOOK



We are very excited to be able to offer Camp Coquille this summer! Summer camp can be a great experience for campers and their parents. It provides so many kids the opportunity to have fun and make new friends. Our staff at Camp Coquille is very excited to get to know and explore with all the campers this summer!

**WHAT TO BRING: PLEASE LABEL EVERYTHING WITH CAMPER’S NAME AND GRADE**

* Lunch– include lunch and snacks for during the day.
* Water– Your child must bring a water bottle EVERY DAY.
* Clothing– Campers must wear camp shirts every day. Please label each shirt with your child’s name and age. If you would like additional shirts, they may be purchased for $10.
	+ We encourage your child to wear play clothes and bring a hat. For safety reasons, sandals, crocs, and flip-flops are not permitted at camp. **PLEASE BE SURE YOUR CHILD WEARS TENNIS SHOES TO CAMP DAILY**.
	+ If a camper does not wear a camp shirt on field trip day, one will be provided, and your account will be charged a t-shirt fee.
* Sunscreen- To help prevent sunburn, it is recommended that parents send sunscreen with their child. **Staff will only apply spray sunscreen to children.** If you send lotion sunscreen, please make sure your child can apply it on their own.
* Backpack- It will help campers keep their things together throughout the day. Bags must be able to be zipped.

**WHAT NOT TO BRING**

Please leave the following items at home:

• Cell phones • Cash/coins • Toys • Electronics • Cameras • Makeup • trading cards •

• Firearms • Fireworks • Matches/lighters • Tobacco products • Sports equipment.

 • Any expensive items that could get lost or broken.

Any of these items brought to camp may be confiscated and turned in to the Camp Director. They can be picked up by the parent at the end of the camp day. Camp Coquille is not responsible for lost, stolen, traded, or damaged personal items.

**COMMUNICATION**

The Camp Director will send camp e-mails throughout the summer or send flyers home with the campers. They will contain important information about the week. Please make sure to have a valid e-mail on file and to check your email regularly for updates.

**LOST AND FOUND**

* Items in the lost and found will be emptied weekly on Fridays.
* Please be sure to check this area daily to ensure return of any lost items.
* Camp Coquille is not responsible for lost, stolen, traded, or damaged personal items.

**GENERAL RULES**

* All campers should be caring to one another. Please keep your hands and feet to yourself. Also be mindful of Coquille’s property: taking care of the equipment and the environment during camp.
* Campers should be respectful of other campers, their counselors, director, and others involved within the camp. Remember to follow the Golden Rule: treat others how you want to be treated.
* Campers should always stay with their groups and keep up with their own items.

**CONDUCT**

The Camp Director may suspend or terminate a child’s participation within the program for any of the reasons:

* Not following the basic rules of camp.
* Using inappropriate language, being rude, or disrespectful to other campers, staff, or other participants at Coquille.
* Intentionally causing harm to another camper, staff, or other participants at Coquille.
* Displaying any physical or verbal sexual harassment to another camper, staff, or other participants at Coquille.
* Stealing or defacing property (includes Coquille Park’s property or another participants property)
* Leaving Camp Coquille’s program without permission or entering unauthorized areas while in attendance.
* Refusal to remain with the assigned group while at Coquille and during off site field trips.
* Refusal to follow check in/out procedures.
* Bringing/using illegal substances.
* Refusal to remain seating while on bus transportation.

Parents and campers, please be aware of and familiar with these policies listed above.

**DISCIPLINE**

* Behavioral incidents will be followed with a parent notification. The incident report will be documented and signed by the parent/guardian before the camper is allowed to return. If the incident is severe, a meeting with the parent/guardian may be required. If the behavior becomes consistent, this could result in a temporary or permanent suspension from camp *without a refund.*
* Suspensions or terminations are at the Camper Director’s Discretion.
* No refunds will be issued for disciplinary dismissals.

**FINANCIAL OBLIGATIONS**

* Sessions must be cancelled a month before the start date of the cancelled week to receive a refund.
	+ **For example, if it is the week of June 3rd, you must cancel that week by May 3rd to receive the full refund.**
	+ **This includes “transfer weeks”.**
* If sessions are cancelled two weeks prior to the start date of the cancelled week, the refund will only be towards your RecDesk account.
* Any cancellations after two weeks, will result in no refund.
* No adjustments in the weekly fee will be made for partially attended weeks. Weekly rates will not be refunded or prorated due to missed days from campers’ non-attendance, illness, or removal from camp.
* In the event of a natural disaster, no refunds will be given for missed days of camp.

**HEALTH AND SAFETY**

* We require any camper that is sick, to stay at home.
* If your camper is experience symptoms of colds, lice, skin rashes, or any other illness they will not be permitted to attend camp.
* Camp Coquille staff are mandated child abuse reporters—includes physical, sexual, emotional, mental abuse, and neglect.
* All bumps and bruises will be documented, and the parent/guardian will be made aware each time an incident/accident would occur. If it is an extreme incident/accident, a call will be made immediately to the number on their emergency contact card. For less extreme cases, an incident/accident report will be made, and the parent/guardian will sign it at pick up. If an accident/incident occurs that requires IMMEDIATE medical attention, the Coquille will call 911. The parents will assume fees for the emergency transportation.

**MEDICATION, EMERGENCIES, ALLERGIES, AND SPECIAL NEEDS**

* Please discuss medication needs and special circumstances with the Camp Director prior to attending Camp Coquille.
* No medications are allowing in your child’s lunch or backpacks.
* Routine scrapes and cuts will be treated by Camp Coquille staff. If a serious illness or accident occurs, the number on the emergency contacted card will be called immediately.
* All allergies need to be brought to the Camp Director and Camp Staff.
* Campers with special emotional or physical needs should be brought to the attention of the Camp Director. A description of the unique requirements to help that camper will be needed prior to camp to meet that accommodation.

**WATER DAYS**

* Swimming will not take place during camp.
* Water days will be 1-2 times a week (it will be discussed at the beginning of the week, so the parent is aware).
* Campers should bring proper swimsuit/wet clothes and a towel that is labeled with their name.
* Bathing suits: one piece, tankinis, or two-piece swimsuits that do not tie in the back (must provide full coverage). No string bikinis are allowed. Appropriate shirts can also be worn over their swimsuits.

**ARRIVALS AND DEPARTURES**

* Campers will be brought to the GYM 1 lobby.
* Drop offs are not permitted after 9:30AM unless the Camp Director is notified prior.
* For pick-ups, the car decal must be presented to pick up your campers. If the hang tag is not presented, an ID will be required. The ID must match the name on the registration/contact form.
* Anyone under the influence of drugs, alcohol, or altered emotional state which could lead to injury of the camper, will not be allowed to pick up the child. The next available authorized person on the contact form will be contacted.
* **The list of persons authorized to pick up your child must be current and accurate. Changes in persons authorized to pick up your child must be made in writing and submitted to the Youth Program or Camp Director. • Changes in custody agreements will be accepted only with a copy of the court order that specifies the change and designates the person named as having legal custody of the child. • Photo identification is required for any person picking up a child. • No child in our care will be released to persons not authorized by the enrolling parent. In case of an emergency, please contact the Camp Director to make arrangements. It is essential that the proper release form and complete enrollment information be always on file at the child’s program facility.**

**FIELD TRIPS**

* Your child must arrive to Coquille ON TIME to board the bus to the field trip.
* You may not drop your child off at the field trip locations.
* If you (the parent) plan on attending the field trip, this must be discussed a week prior to the field trip. If you are transporting your camper to and from the field trip, this also must be discussed a week prior to the field trip. Coquille is not responsible for transportation if you choose to take this option. Coquille is not responsible for entry fees of the parent/guardians attending.
* If you plan on sending your child on the field trip, a waver must be signed at the beginning of each week.
* If you do not want your child to attend the field trip, let the Camp Director know at the beginning of each week.