

Summer Day Camp 2022

Family Handbook

Camp Fire's Summer Day Camps operate in [one McMinnville, three Portland, and one West Linn schools](#). Described below are the basic policies Camp Fire will be using to manage the Summer Day Camp sessions. Please read the following information and do not hesitate to contact us with any questions. In the event that there are any changes to the policies and procedure listed in this handbook, we will provide enrolled families with as much advanced warning as possible.

Camp Fire Columbia's Organizational Values

Camp Fire Columbia believes engaged, confident, and well-rounded youth today can build thriving communities tomorrow. We carry the following values with us as we provide high quality programming to diverse populations.

- We are driven by equity, cultural responsiveness, and inclusion.
- We focus on truly youth-led programming that inspires young people to find their passions.
- We believe that a growth mindset propels youth, as well as staff, forward.
- We believe that family engagement is fundamental to the success of our programs.
- We value research-driven programming and continuous quality improvement.
- We believe that exposure to nature, adventure, and recreation enhances learning.
- We know that leadership training is crucial for effective youth development.

The Camp Fire USA Promise

Young people want to shape the world. Camp Fire USA provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. *Light the fire within.*

Camp Fire Columbia's Racial Equity Statement

Camp Fire Columbia believes that everyone should have the opportunity to find and pursue their spark. It is our intention to contribute to the achievement of all young people while narrowing the gaps between white students and students of color. Our goal is to address the racial predictability of children's achievements academically, socially, and economically. To achieve this goal, Camp Fire will examine how privilege, oppression, and history affect the practices of our organization, and apply that learning to our work to effect meaningful change.

We know that working toward racial equity will require reflection and persistence. Camp Fire is reviewing our programs and values, deepening relationships with partners who share our goals, and developing policies that will shape our growth and work as an organization. As we continue to learn, we strive to:

- Prioritize racial equity in our curriculum, hiring, training, and partnerships.
- Engage staff and volunteers that are representative of our service community's demographics.
- Collect and review information regarding outcomes for child and employment practices to evaluate our work and adapt our programs and policies.
- Provide opportunities and support for every child we serve to achieve their individual goals.
- Actively seek out expertise and input from families, students, and the broader community about our programs and progress.

Camp Fire is not undertaking this work first or alone. Achieving racial equity will require collective engagement and commitment. With the help of the many great organizations in our community striving for social change, Camp Fire is dedicated to helping all students light their fire within.

Camp Fire Columbia's Summer Day Camp Inclusivity

Camp Fire Columbia is dedicated to providing the highest quality summer program for your family. All Camp Fire programs strive to be inclusive. Enrollment decisions are made without regard to race, religion, color, gender, gender identification, sexual orientation, or national origin. All reasonable accommodations will be considered with regards to children who are differently-abled.

General Information

Contact information is provided at the end of this document.

Hours

McMinnville

- Monday – Friday
- 8:00am – 5:00pm

Portland and West Linn

- Monday – Friday
- 7:00am – 6:00pm

Locations

McMinnville

- Newby Elementary: [1125 NW 2nd St, McMinnville, OR 97128](#)

Portland

- Beverly Cleary, Fernwood: [1915 NE 33rd Ave, Portland, OR 97212](#)
- Ida B. Wells High: [1151 SW Vermont St, Portland, OR 97219](#)
- Sitton Elementary: [9930 N Smith St, Portland, OR 97203](#)

West Linn

- Bolton Primary: [5933 Holmes St, West Linn, OR 97068](#)

Enrollment and Payments

Registration and Enrollment Procedures

All families must complete the [online](#)* registration, enrollment, and payment for their child prior to them attending Summer Day Camp programming. If you are unfamiliar with the registration and enrollment process, we've created an [Enrollment Guide](#) to help walk you through each step.

If your family has an account balance from previous Camp Fire programming, you are required to pay that balance prior to enrolling for future programming. Children cannot attend program if there is an overdue balance on the family's account that has not been addressed. If you are confused about a balance on your account, please contact the [Before & After School Registrars](#).

Once enrolled, families must keep their child's registration details up-to-date. If there are any changes to your child's registration details, updates can be made in your mobile account using the Playground app ([Android](#) or [iOS](#)).

*Camp Fire uses an online registration system; if you require paper registration forms, please contact the Registrars.

Age Restrictions

As a licensed child care program, Summer Day Camp must follow state licensing requirements for school-aged programs. One of the requirements is that **all participants must be between the ages of 5 and 12 years old when they attend program – no exceptions**. Any incoming kindergarteners must be 5 years old by their first day of day camp. Any 6th and 7th grade children can enroll and attend program up until their 13th birthday. Please contact the [Before & After School Registrars](#) if you have questions regarding this licensing requirement.

Enrollment Deadlines

Online enrollment closes the Monday prior to the session start or once the session is filled. Late enrollment may be allowed space and time permitting. You must email the [Before & After School Registrars](#) to request a late enrollment.

Rates

Weekly Session Rates	
5-Day Week	\$410
4-Day Week	\$345
3-Day Week	\$270

McMinnville families will have 27% of their Summer Day Camp 2022 session fees covered by federal and state grant dollars. The regular weekly session rates are seen above. As the grant funding is automatically applied, McMinnville families will see the weekly rates reduced to \$300 for a 5-day week, \$252 for a 4-day week, and \$197 for a 3-day week. Any contributions above the subsidized rates that families can make towards the [Collective Care fund](#) will help us to continue to lower costs for all Camp Fire families.

Payment Structure

A non-refundable deposit of \$50 per session is due at the time of enrollment. This deposit counts towards the total cost of the session. **The remaining balance for session fees are due the Tuesday prior to the session start.** Families are free to pay the remaining balance of their expected Summer Day Camp fees any time before the deadlines, see the Summer Day Camp [FAQ](#) for instructions. We highly recommend that families setup autopay in their mobile accounts (using the Playground app for [Android](#) or [iOS](#)) so the weekly session fees charge automatically. Families who do not setup automatic payments will need to manually make a payment to their account sometime between when they receive the session bill and when it is due.

Accepted Forms of Payment

Electronic check from your bank account is our preferred method of payment. Credit card charges incur a small fee with every transaction and that can add up. As a non-profit, every bit of savings helps. Using the electronic check method of payment saves us costs that we put back into our programs.

- Electronic Check from your bank account is our preferred method of payment.
- Credit Cards are convenient but incur higher fees impacting program funds.
- Check or money order made payable to Camp Fire Columbia can be sent in advance to:
Camp Fire Columbia
1411 SW Morrison St. #300
Portland, OR 97205

Drop-Ins

Drop-in availability can be extremely limited and must be scheduled and paid for in advance. If your child is not yet registered for Summer Day Camp 2022, you will need to email the [Before & After School Registrars](#) to request access to the Summer Day Camp Drop-In registration for the Summer Day Camp location of your choice. Submitted registrations will take 1-2 weeks to finalize prior to any drop-in request being approved.

Portland and West Linn

- Adding a fourth and/or fifth day to your child’s 3- or 4-day week: \$80 per day
- Adding a day to a week that your child is not enrolled for: \$85 per day

McMinnville

The [27% grant coverage](#) for McMinnville families applies towards any drop-in fees as well.

- Adding a fourth and/or fifth day to your child’s 3- or 4-day week: \$59 per day
- Adding a day to a week that your child is not enrolled for: \$62 per day

Session Transfers

Transfer requests, to different days in a session or to a new session, must be sent in writing to the [Before & After School Registrars](#). The following schedule will be applied to all transfer requests based on the day of the request, not the day it is processed:

More than 14 days before Monday of the session week	\$10 fee per transfer, per child
8-14 days before Monday of the session week	\$15 fee per transfer, per child
7 days or less before Monday of the session week	No Transfers*

*If you enrolled your child for a 3- or 4-day week and are looking to add a day but are within the “7 days or less” window, you can still request a [drop-in](#) for that additional day.

Cancellation Policy

All cancellation requests must be sent in writing to the [Before & After School Registrars](#). **Requests can only be approved if they are sent more than 14 days before the Monday of the session.** Approved cancellations will receive a refund of all payments made towards the session minus the \$50 non-refundable deposit.

If your child leaves day camp early or arrives late due to accident, injury, illness, homesickness, safety concerns, to attend other activities, or by family choice, there will be no refunds or pro-rated fees.

In the event of a medical condition (unrelated to COVID-19 exclusions) that causes cancellation, a full refund will be given if we cannot move your child into another session of day camp. Written notification from your family and your child’s physician are required.

Late Pick-Ups

Children must be picked-up by the end of program time, 5:00pm in McMinnville and 6:00pm in Portland and West Linn. If a child is not picked-up by their program’s closing time, Camp Fire site staff will call the primary family contacts then the emergency contacts. If no one can be reached within thirty minutes, Camp Fire reserves the right to contact school district personnel to obtain other contact information. If all attempts to contact the family and their emergency contacts fail, Camp Fire will call Child Protective Services to take the child until the family can be located.

When a family is late to pick-up their child, a \$10.00 fee will be assessed for the first 15 minutes. After 15 minutes, an additional \$1.00 per minute will be assessed. A consistent pattern of late pick-ups or failure to pay late pick-up fees may result in the family’s withdrawal from program.

Late Payments

A \$20.00 late fee will be applied 2 days after the [session payment deadline](#). Children will not be allowed to attend their scheduled sessions if full payment has not been made by the Thursday prior to the start of their scheduled session. Contact our [Before & After School Registrars](#) as soon as possible if you will not be able to make a scheduled payment, we will do our best to work with families and their financial constraints. Families receiving [Collective Care](#) or [ERDC](#) subsidies will not be subject to late fees, but will be communicated with about late payments.

Low Attendance Cancellation

If a session does not meet its minimum number of enrollments, we will be forced to cancel it. We will provide enrolled families with as much advanced warning as possible. Appropriate refunds will be offered if Camp Fire chooses to cancel program due to low enrollment. The minimum enrollment number for Summer Day Camp is 10 children per session.

Discounts & Financial Assistance

Employment Related Day Care Support (ERDC)

ERDC is a DHS subsidy program that helps eligible low-income families pay for child care while they are working. ERDC will not cover the session fees entirely but they do allow families to receive alternative funding for the remaining fees. Families who are approved for ERDC can contact the [Before & After School Registrars](#) once they know their copay and approved hours to determine what their actual ERDC coverage will be per session.

ERDC also works with providers and other child care partners across the state to help families find and keep good child care, improve the availability of quality child care in Oregon, and to develop resources for families and child care providers. To learn more about ERDC, please visit <https://www.oregon.gov/dhs/assistance/child-care/Pages/Index.aspx>.

Outside Funding Options

Camp Fire has been approved provider through the Community Childcare Initiative, Angels in the Outfield, the Jim Sells Childcare Subsidy, and ChildCare Aware. Families who have been approved for other forms of funding can contact the [Before & After School Registrars](#) to determine if Camp Fire can be added to their approved provider list.

- The Community Childcare Initiative (CCI) supports Multnomah county residents who have already been approved for ERDC. You can learn more about CCI at <https://ccrr-mc.org/cci/>.
- Angels in the Outfield supports children who have been affected by crime or abuse. You can learn more about Angels in the Outfield at <https://www.theangelsintheoutfield.org/>.
- The Jim Sells Childcare Subsidy (JSCS) supports current PSU students. You can learn more about the JSCS at <https://www.pdx.edu/students-with-children/jim-sells-childcare-subsidy>.
- ChildCare Aware (CCA) supports Military and DoD families. You can learn more about CCA at <https://www.childcareaware.org/state/oregon/>.

Collective Care

Currently, access to high quality child care is dependent on a family's ability to pay. Camp Fire Columbia believes that high quality child care is a human right. Our Collective Care model invests agency funds to support our families while asking families to support each other. Collective Care is everyone contributing as much as they are able, so everyone can benefit.

Families will be asked to complete the Collective Care application after registration. If your family has more and can give more, those funds will go directly to another Camp Fire family who needs support and will be recorded as a tax-deductible gift. If you have less, we want you to tell us what you can afford. We will award aid throughout the school year and summer as we are able based on the availability of funds.

Our model is built on trust and a belief that when we have the chance, we will all show up for each other. We will never

(Collective Care continued)

require you to prove your income and funds are limited so please reflect on your ability to contribute towards high quality care and answer as honestly as you can. The application process is completely confidential and funds are awarded on a sliding scale to reduce your monthly tuition. Families do not have to be enrolled in a program prior to submitting a Collective Care application but it is recommended that they do so because there is no guarantee of program availability without enrollment. Collective Care donations and awards expire at the end of each summer so families who hope to continue to use or give through the Collective Care model must complete the form again for consideration towards future programming.

Health and Safety

Vaccination Policy

Per the Oregon Office of Child Care rules, all children joining Summer Day Camp must have all their vaccines up-to-date or have an exemption form from their doctor. We do not require documented proof of a child's vaccination status at enrollment, however, every family must agree to provide that documentation if Camp Fire requests it at any point during the summer. If we suspect an outbreak of any highly infectious disease, including, but not limited to COVID-19, we are required to send all children without vaccinations home for the remainder of the week for their safety. Follow-up information will be provided about when they may return. If your child does need to be sent home due to an outbreak, there will be no refunds or pro-rated fees.

Accidents & Emergencies

In the event of an accident, first aid will be administered and an incident report will be completed by Camp Fire staff. The primary family contacts will be notified as soon as possible after managing the child's immediate needs. In case of an emergency, the program will call 911 and contact the primary family contacts then emergency contacts provided with the child's registration. Summer Day Camp will practice regular emergency drills including fire, earthquake, and lock down drills throughout the summer. Camp Fire's emergency response procedures are aligned with the procedures outlined by the MSD, PPS, and WLWV school districts. Summer Day Camp staff are trained in first aid, CPR, and emergency responsiveness. Procedures are posted on site.

Allergies and Medical Conditions

All allergies and medical conditions that could impact your child during Summer Day Camp need to be included in the allergy and/or medical conditions sections of their registration form. Please also notify the [Summer Day Camp staff](#) or [Before & After School Assistant Director](#) verbally or via email.

Before the dispersal of medication at Summer Day Camp the family must complete and sign a medication dispense form – this form will be available to fill out on site. Medication, prescription or over-the-counter, must:

- Be handed to a Summer Day Camp staff member during check-in.
- Be in its original container.
- Include the child's name.
- Indicate proper dosages.
- Include specific written instructions for use that align with directions printed on the label.
- Be listed and described in the medical conditions section of your child's registration form.

Summer Day Camp staff will strive to keep any listed allergens out of the program environment during the full session. If your child has an allergy that cannot be avoided by the entire day camp, the staff will be alert to any possible exposure for your child. Any child with allergies that could lead to severe allergic reactions, must bring an appropriate treatment kit to Summer Day Camp and have a completed medication form.

Any child with asthma must have medication available to them at Summer Day Camp. Even if they have not needed the

(Allergies and Medical Conditions continued)

medication before, day camp activities and locations, heat, and dust can aggravate symptoms.

Lice Policy & Procedures

Children with live head lice cannot attend Summer Day Camp. The Summer Day Camp staff asks that you perform regular head lice checks on your children prior to the first day of each weekly session. Any findings of live head lice will be addressed with the utmost discretion and care for confidentiality. In the case that a you or a staff member finds live head lice on a child, the child may not attend program or the primary family contacts/authorized pick-up person will need to pick the child up from day camp as soon as possible. Your child will be allowed to attend program again after treatment and re-examination. Children with nits but no live head lice are allowed to attend program and primary family contacts will need to monitor them for re-infestation.

COVID-19 Building Closure or Exclusion

There will be no refunds, credits, proration, or any other form of reimbursement for absences or withdrawals due to COVID-19 symptoms, presumptive COVID-19 cases, positive COVID-19 test results, or any other reasons associated with COVID-19.

Non-COVID-19 Related Emergency Building Closure or Inclement Weather

There will be no refunds for program cancellation due to emergency building closures or inclement weather. In these circumstances, Camp Fire's programs follow local school district closures because we cannot operate if the school district closes buildings. Camp Fire does not prorate or refund any tuition fees when there are school district mandated closures. Please have a back-up plan for your child in case of emergencies and communicate it with the Summer Day Camp staff. Camp Fire's inclement weather guidelines can be reviewed [here](#).

Family Responsibilities and Expectations

Drop-Off and Pick-Up

We have implemented a [no-contact](#) process for children to be checked-in and out of program. To help keep all Camp Fire families and staff safe, families are required to drop-off and pick-up their children from a Summer Day Camp staff member outside of the licensed program area. If you do not see a staff member outside when you arrive, text or call the [site phone](#) to let them know that you have arrived. It is advised to text the site phone ahead of time so that Day Camp staff can prepare for your arrival.

Family members will only be allowed to enter the program area if there is immediate concern for the health and safety of their child. If a family member has a concern about the health and safety of the program and would like to enter, they must do so by first contacting the [Before & After School Department Director](#) and then scheduling a time to visit. Any family member who enters must follow all of the requirements set-in-place for adults in the facility.

Absence Policy

If your child is checked-out mid-day, they may return again later that same day if arrangements are made with the [Summer Day Camp Site Supervisor](#) in advance. To account for your child's safety, it is important to inform the Day Camp staff when your child will not be attending program on one of their scheduled days.

COVID-19 Absences

Please keep your child home if they are sick, are exhibiting any COVID-19 symptoms, or have had a positive COVID-19 test result in the last 10 days. Please contact the [Summer Day Camp staff](#) directly to inform them of your child's COVID-19 related absence so they can ensure that the proper safety measures are taken.

(COVID-19 Absences continued)

Camp Fire does not refund for a program cancellation or change due to COVID-19 exclusions.

Authorized Child Release

Children will only be released to the primary family contacts on their registration forms. Additional authorized pick-ups can be added in advance to their registration forms at site. A Summer Day Camp staff member will ask to see a valid picture ID to identify all authorized pick-up persons. If the Summer Day Camp staff member does not recognize a primary family contact, they may ask to see their photo ID. This is for the protection and safety of your child.

Personal Belongings & Attire

Children will participate in active, outdoor play and should dress accordingly. We require that all children have sturdy appropriate shoes or sandals with back straps. All items (clothing, day camp supplies, etc.) should be marked with your child’s first and last name. Camp Fire is not responsible for lost or damaged personal items. Toys, games, cell phones, music players, or electronic devices are not allowed unless otherwise approved by the Summer Day Camp Site Supervisor.

Lost & Found

Please label all items that could be left behind with your child’s first and last name. Labeled items can easily be returned to families throughout the summer. If you have missing items, please alert a [Summer Day Camp staff member](#) to assist you. Unclaimed items will be stored at Day Camp until the last day of the final session, after which time they will be donated.

We Also Ask That Families

- Please keep your child home if they are sick, are exhibiting any COVID-19 symptoms, or have had a positive COVID-19 test result in the last 10 days.
- Limit the number of people who drop-off and pick-up your child. This will help limit any potential exposure and contact tracing if needed.
- Follow rules regarding payment and financial assistance.
- Notify Camp Fire regarding any change to your account or child’s records, including email, authorized people, allergies, etc.
- Read all materials sent via email, or mail, or posted at the Day Camp site.
- Listen to and share concerns with Camp Fire staff.

Core Elements and Programming

Summer Day Camp Shirts

During their first week of day camp, each child will receive one Summer Day Camp 2022 shirt for the summer.

Sample Schedule

Portland & West Linn/McMinnville	Activity
7:00am/8:00am	Check-in. Quiet activities and small group outdoor play.
8:15am/9:15am	Community Meeting, snack, and recess
9:45am/10:15am	Discovery Hour: An opportunity for staff-led, intentional programming providing youth with a choice from a variety of offerings. Discovery hour will incorporate activities aligned with weekly themes and could include water play, a field trip (virtual or otherwise), cooking projects, community-based learning projects, and wheels day activities.

(Sample Schedule continued)

10:45am/11:15am	Movers and Makers: Youth-led and staff supported. Youth will choose from stations, set-up both inside and outside, which encourage learning and growth in a particular skill area or interest. Makers and Movers could also be a continuation of activities happening during Discovery Hour.
11:30am/12:00pm	Community meeting, lunch, and recess.
12:30pm/1:00pm	Recharge Hour: A time for everyone to decide what they need to refuel for the rest of the day. Spaces for silent activities, quiet play and active movement will be available during this time.
1:30pm	Camper's Choice: Learning through self-led play encourages social-emotional growth while giving youth an opportunity to engage in activities at their own pace.
2:30pm	Community meeting, snack, and recess.
3:30pm/3:15pm	Discovery Hour
4:30pm/4:15pm	Movers and Makers
5:30pm/4:45pm	Small group outdoor play and quiet activities. Check-out.

Program Components

Planned activities by Summer Day Camp site staff include, but are not limited to, arts and crafts, group games, active recreation, cooking, reading, science projects, team building, academic connections, world cultures, service-learning, life skills, outdoor activities, creative expression, leadership development, and more!

- **Themed Activities:** From Outdoor Oasis to Around the World in 5 Days, each week of Day Camp will follow an interactive theme. Please check out our Day Camp Calendar & Themes ([McMinnville](#), [Portland](#), [West Linn](#)) for session schedules at your location.
- **Quiet Activities:** The first hour and last thirty minutes of program will offer quiet activities and small group outdoor play. Children will be given recess time and have the option to play table games, create simple arts and crafts, have some quiet reading time, etc. Children will be free to float between activities with permission from a Day Camp staff member.
- **Team Building:** Children will have many opportunities to work together to further develop social skills and get to know the other children. Team building activities are intentionally included in programming.
- **Community-based Learning Projects:** During the summer, children will participate in at least one community-based learning project. To complete these projects, the children will explore community needs, develop a service project to help meet a need, reflect on the process, and celebrate their accomplishments. We encourage families to participate; connect with the [Day Camp site staff](#) for more information.
- **Life Skills:** Camp Fire children may take part in discussion and activities about the following topics: self-image and self-improvement, equity and inclusion, diversity, leadership, decision making, communication skills, coping with anxiety and anger, growth mindset, and social skills such as confidence, inclusion, and conflict resolution.
- **Snacks:** Children will be served two nutritional snacks each day. Camp Fire uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at site for your information. If your child has specific food allergies (i.e., nuts, gluten, dairy), please make sure that this information is listed on their registration form and that the [Day Camp Site Supervisor](#) or [Before & After School Assistant Director](#) are notified verbally or via email about your child's needs. We can accommodate many allergies and dietary restrictions, but if your child has extreme restrictions you may need to make special arrangements. Please do not send sodas, candy, or gum with your child.
- **Lunch:** **Camp Fire does not provide lunch.** Please send your child with a packed lunch that does not need to be refrigerated or heated. Please do not send sodas, candy, or gum in your child's lunch unless prearranged with the [Day Camp Site Supervisor](#).

Licensing

Camp Fire Columbia's Before & After School sites are state-certified child care centers which are licensed through the Oregon Office of Child Care. The most current certification and inspection reports issued from the Oregon Office of Child Care are available for review at site. Families in our Portland and West Linn locations may contact our current licensing specialist, Amber Bayker at 503-731-4238 or amber.bayker@state.or.us. For McMinnville locations, families may contact

(Licensing continued)

our current licensing specialist, Melanie Martin at 971-718-4323 or Melanie.Martin@ode.state.or.us.

Behavior Expectations & Management

Behavior Expectations

At Camp Fire Columbia, we expect behavior that is respectful, responsible, and safe. Our goals are to provide an environment where all of our children and staff can build lasting relationships, express themselves freely, and explore various local resources to learn and grow.

Discipline Policy

Our Summer Day Camp staff take a developmental approach when supporting youth through challenging situations. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions.

When there is an incident, we make every attempt to work with the child and family to support improved positive behavior. When multiple children are involved in an incident, we take the necessary precautions to preserve confidentiality, which means that each family will not get all of the details regarding another child that was involved in the incident.

We make every effort to use all the resources available to support student success. Our staff are trained extensively in Positive Behavior and Intervention Systems, Love & Logic, and Growth Mindset. We work with teachers, principals, and school counselors as much as possible to align our practices with those of the school therefore giving the children consistency. We also partner with the Inclusive Child Care Program for additional support as necessary.

Discipline Procedures

1st Major Occurrence: Summer Day Camp staff will communicate with the child and connect with the family to address the challenges arising at program. Program and environment modifications may be necessary to support everyone in program. Summer Day Camp staff will work with the child and family to develop such plans.

2nd Major Occurrence: Summer Day Camp staff will communicate with the child and connect with the family to address the challenges arising at program. Important considerations will be taken into account such as, but not limited to, most recent 1st occurrence, situational context, and environmental factors. Summer Day Camp staff will connect with Inclusive Partners for free state resources to help create a safer more inclusive environment. A documented support plan will be created.

3rd Major Occurrence: Program participation may be paused while Camp Fire and the family address concerns and safety. Again, important considerations will be taken into account such as, but not limited to, any previous occurrences, situational context, and environmental factors.

If a child engages in a violent act causing possible harm to another child or staff person, mediation will occur immediately and communication with the primary family contacts will directly follow. Together, Camp Fire staff, the child, and their family members will develop a plan to support staff and the child with the goal of everyone remaining in program. If physical harm continues, Camp Fire will intervene to protect all staff and children which could result in a pause in programming and/or attendance.

Our Summer Day Camp Staff will interrupt and address racism, microaggressions, and forms of harassment in the moment. Summer Day Camp staff members are here to address all situations of hate. Racism, microaggressions and harassment will be handled with the intention of teaching children of the impacts associated with such behaviors. Disciplinary actions up to, and potentially including, dismissal from the session may be considered as determined by the Day Camp Site Supervisor and Before & After School Leadership Team.

Grievance Procedure

Camp Fire recognizes that disputes may arise. If you have a concern or complaint, please follow these steps:

1. Verbal discussion with Site Supervisor.
2. Verbal discussion with Multi-Site Coordinator
3. Verbal discussion with Before & After School Assistant Director
4. Verbal discussion with Before & After School Program Director
5. Verbal discussion with CEO of Camp Fire Columbia.

Contact Information

<i>Session & On-Site Support</i>		
McMinnville Day Camp	Portland Day Camp	West Linn Day Camp
<i>Newby Elementary</i> Summer Site Phone: 503.758.8645	<i>Beverly Cleary School, Fernwood</i> Summer Site Phone: 503.793.8032	<i>Bolton Primary</i> Summer Site Phone: 503.781.0794
	<i>Ida B. Wells High</i> Summer Site Phone: 503.954.8543	
	<i>Sitton Elementary</i> Summer Site Phone: 503.954.8590	
McMinnville Day Camp McMDayCamp@campfirecolumbia.org	Portland Day Camp PDXDayCamp@campfirecolumbia.org	West Linn Day Camp WLDayCamp@campfirecolumbia.org
<i>Administrative Office Support</i>		
Arisbeth Marin-Botello , MSD Before & After School Multi-Site Coordinator amarin-botello@campfirecolumbia.org 503.961.5118		
Marco Matias , PPS Before & After School Multi-Site Coordinator (Beverly Cleary, Creative Science, Hayhurst, and Sunnyside) mmatias@campfirecolumbia.org 971.610.8106		
Tanya Spence , WLWV Before & After School Multi-Site Coordinator tspence@campfirecolumbia.org 971.710.2260		
Stephanie Vera , PPS Before & After School Multi-Site Coordinator (James John, Peninsula, Rose City Park, and Woodlawn) svera@campfirecolumbia.org 503.758.9111		
Sam Morelli , Before & After School Assistant Director smorelli@campfirecolumbia.org 503.803.9223		
Jon Myers , Before & After School Program Director jmyers@campfirecolumbia.org 503.784.4093		
Josh Todd , President and CEO jtodd@campfirecolumbia.org		
<i>Billing & Registration Support</i>		
Vanessa Corral and Amelia West MSD, PPS, and WLWV Before & After School Registrars MSDreg@campfirecolumbia.org PPSreg@campfirecolumbia.org WLWVreg@campfirecolumbia.org 971.340.1613		