



Summer Trails Day Camp 2023

Family Handbook

Camp Fire’s Summer Day Camps operate in one McMinnville school, two Portland schools and one West Linn school. Described below are the basic policies Camp Fire will be using to manage the Summer Day Camp sessions this summer. 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 is committed to **building lasting, equitable and caring relationships with nature, others and ourselves**. engaged, confident, and well-rounded children today can build thriving communities tomorrow. We carry the following values with us as we provide high quality programming to a diverse population of children.

- We are driven by equity, cultural responsiveness, and inclusion.
- We focus on truly child-led programming that inspires young people to find their passions.
- We believe that a growth mindset propels children, 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 child 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 Equity Statement

Camp Fire Columbia believes that every child should have the opportunity to find and pursue their spark. It is our intention to contribute to the achievement of all children 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, children, 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

PPS and WLWV

Monday – Friday
7:00am – 6:00pm

MSD

Monday- Friday
8:00am – 5:00pm

Locations

McMinnville

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

Portland

- BCS Fernwood: [1915 NE 33rd Ave. Portland, OR 97212](#)
- Peninsula Elementary: [8125 N Emerald Ave. Portland, OR 97217](#)

West Linn

- Sunset Primary: [2351 Oxford 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 have questions about a balance on your account, please contact your district's [Before and After School Registrar](#).

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 online in your [Family Portal](#) or by emailing your district’s [Before and After School Registrar](#).

*Camp Fire uses an online registration system; if you require paper registration forms, please contact your district’s [Before & After School Registrar](#) directly.

Age Restrictions

As a licensed child care program, Summer Day Camp must follow state licensing requirements for school-aged programs. One requirement: **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 camp. Any 6th and 7th grade children can enroll and attend program up until their 13th birthday. Please contact your district’s [Before & After School Registrar](#) 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 your district’s [Before & After School Registrar](#) to request a late enrollment. They will then reach out to the site teams for more information about adding beyond enrollment deadlines.

Rates and Payment

Portland and West Linn Rates

Weekly Session Rates	
5-Day Week	\$440
4-Day Week	\$375
3-Day Week	\$295

McMinnville Rates

Weekly Session Rates	
5-Day Week	\$400
4-Day Week	\$335
3-Day Week	\$265

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 will be due the Tuesday prior to the session start. Families are free to pay the remaining balance on their account any time before the deadline. If you would like the payments to charge automatically, you can setup weekly automatic payments in your [Family Portal](#). Families who do not setup automatic payments will need to make manual payments in their [Family Portal](#) 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. As a non-profit, every bit of savings helps. Please use the electronic check method (ACH) of payment. This helps us save on Credit Card fees. Savings 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 to:
Camp Fire Columbia
1411 SW Morrison St. #300
Portland, OR 97205

Drop-Ins

Drop-in availability is extremely limited and must be scheduled and paid for in advance. If your child is not yet registered for Summer Day Camp 2023, you will need to complete the [Summer Day Camp Drop-In registration](#) prior to your drop-in request being approved. Registrations will take 1-2 weeks to finalize.

Adding days to your existing weekly package fees:

- Adding a fourth and/or fifth day to your child’s 3- or 4-day week: \$85 per day
- Adding a day to a week that your child is not enrolled for: \$90 per day

Session Transfers

Transfer requests, between days within the same week or to a new session, must be sent in writing via email to your district’s [Before and After School Registrar](#). 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 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.

Late Pick-Ups

Children must be picked-up by the end of program time, 6:00pm. If a child is not picked-up by program 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 1 to 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 may 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 your district's [Before and After School Registrar](#) 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.

Refund Policy

Cancellation requests must be sent in writing to your district's [Before and After School Registrar](#). **Requests will 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 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 the child into another session of camp. Written notification from the family AND physician are required.

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.

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, emergency building closures, inclement weather closures, or other situations that force us to close for health and safety purposes. Please have a back-up plan for your child in case of emergencies and communicate it with the Summer Day Camp team. Camp Fire's inclement weather guidelines can be reviewed here: <https://campfirecolumbia.org/inclement-weather/>. Policy Brief?

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.

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 their district's Before and After School

Registrar. 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 is an approved provider through the Community Childcare Initiative, Angels in the Outfield, and the Jim Sells Childcare Subsidy. Families who have been approved for other forms of funding can contact your district's Before & After School Registrar 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>.

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, so we are implementing a Collective Care model which will invest our agency funds to support our families and will ask our 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 form 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 as we are able based on the availability of funds.

Our model is based on trust and a belief that when we have the chance, we will all show up for each other. We will never require you to prove your income but 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 form 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 school year so families who hope to continue to use or give through the Collective Care model must complete the form annually.

Health and Safety

Vaccine 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 a highly infectious disease, children without vaccinations will be sent home for the remainder of the week for their safety. 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 school districts that we operate in. Summer Day Camp staff are trained in first aid, CPR, and emergency response. Procedures will be posted on site.

Allergies and Medical Conditions

All allergies and medical conditions that could influence 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 Day Camp Site Team. Updates to the registration form can be made online through your [Family Portal](#).

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

Sunscreen

Sunscreen requires a release form and must be managed by Summer Day Camp staff. You will be asked during the registration process to acknowledge use of sunscreen or deny the application of sunscreen by Camp Fire staff.

Lice Policy & Procedures

Children with live head lice cannot attend Summer Day Camp. The Summer Day Camp staff will perform regular head lice checks if there is an occurrence of head lice at program. Any findings of live head lice, eggs, or nits will be addressed with the utmost discretion and care for confidentiality. In the case that a staff member does find live head lice on a child, the staff will notify the Day Camp Site Supervisor who will in turn inform the child's primary family contacts. The primary family contacts or an authorized pick-up person will need to pick the child up from 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 but the Summer Day Camp staff will need to monitor them for re-infestation.

Family Responsibilities and Expectations

Absence Policy

To account for your child's safety, our families' most important responsibility is to inform the Summer Day Camp staff when your child will not be attending program on one of their scheduled days.

If your child is checked-out mid-day, they cannot return again that day unless arranged at least 24 hours in advance with the Day Camp Site Supervisor in writing.

Restrictable Disease

Please keep your child home if they are sick or exhibiting any of the [Restrictable Disease \(Page 52 of Office of Child Care School Age Rule Book\)](#) or exhibiting symptoms or have been exposed to a presumptive or positive case of COVID-19. Please contact the Summer Day Camp staff team directly to inform them of your child's absence so they can ensure that the proper safety measures are taken.

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

Drop-Off and Pick-Up

Upon dropping-off each morning, expect the following general procedure:

- Check your child in with a staff member at the sign-in table.
 - Initial and mark the time on the sign-in sheet.
- Notify staff of any expected changes to your afternoon pick-up time.
- Let staff know of any special news or considerations that will help your child be successful.
- Help your child sign up for afternoon activity options (Explore, Create, Innovate).
- Help your child find a basket for storing their belongings.

****Please allow extra time on Monday or *first day of camp* during drop-off as staff must confirm the following:**

- Verification of authorized pick-up list
- Review of pick-up & drop-off procedures
- Collection of any medications and appropriate forms
- Confirmation of completion of Program Participant Form
- Confirmation of completion of Sunscreen authorization and any Field Trip permission forms

Pick-Up Procedures:

Upon picking-up each afternoon, expect the following procedure:

- Day Camp staff will check the ID of all unknown adults that come to pick-up children and confirm that the adult is listed on the authorized pick-up list.
- Notify staff of any expected changes to following day's drop-off time.
- Parents/Guardians will initial the sign-out sheet and mark the time.

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 as contacts in the [Family Portal](#). 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, camp supplies, etc.) should be marked with the 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 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 Camp Fire’s main office for two weeks after the final session, after which time they will be donated to children in need.

We Also Ask That Families

- Please keep your child home if they are sick or exhibiting any of the [Restrictable Disease \(Page 52 of Office of Child Care School Age Rule Book\)](#) or exhibiting symptoms or have been exposed to a presumptive or positive case of COVID-19. Please contact the Summer Day Camp staff team directly to inform them of your child’s absence so they can ensure that the proper safety measures are taken.
- Follow payment process and policies.
- 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

Sample Schedule

7:00 am Quiet Activities and Recess	Campers arrive and begin engaging in Quiet Activities (Table games, One Engineering option, Drawing, Coloring, Reading). 7:45: Begin outside recess 8:20: Clean-up and prepare for snack
8:30 am Snack and Recess	8:30 – 9:00: snack or reading 8:45 – 9:15: Recess
9:15 am Age Groups and Recess	What’s happening today? Logistics, reminders, and announcements. Small games, Question of the Day, riddles, etc. Read aloud
9:30 am Age Groups and Recess	Break into age groups (K-1, 2-3, 4-6) 9:30-10: Ice Breakers, Relationship Building, Lead in Activity 10-10:45: Activity (All ages = same activity. Extensions added in for various age groups) 10:45-11: Student-led clean-up.
11:00 am Lunch and Recess	11:00-11:15: Large Group Community Meeting 11:15 – 12:00 Lunch (Recess opens at 11:35) 12:00 – 12:30: finish lunch → recess
12:30 pm Recharge Hour	A time for children 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.
1:30 pm First round of choice	Camper’s Choice: Learning through self-led play encourages social-emotional growth while giving children an opportunity to engage in activities at their own pace. Options include Explore (outdoor), Create (art-based), Innovate (STEM-based)

2:30 pm	2:30 – 3:00: snack or reading 3:00 – 3:30: Recess
3:30 pm second round of choice	Camper’s Choice: Learning through self-led play encourages social-emotional growth while giving children an opportunity to engage in activities at their own pace. Options include Explore (outdoor), Create (art-based), Innovate (STEM-based)
4:30 pm Large Group Games and Activities	Reflect, PBIS drawings, Emblems. Some small game, question, riddle, etc. Read a story? Dismiss to Quiet Activities To get dismissed, kids must tell you what they are doing for quiet activities.
5:00 pm Quiet Activities	Table games, Engineering option, Drawing, Coloring, Reading.

Program Components

Summer Trails Day Camp incorporates Camp Fire designed curricula and activities that intentionally create opportunities for youth and staff to connect with the outdoors, others and themselves. By identifying nine experiential youth outcome indicators within each of the three connection trails we’ve created programming that follows very specific pathways each day. [Click here](#) to learn more about the nine youth outcome indicators.

Mondays: Trail to Knowing Me

This trail relates to the long-term benefit of Health and Well-being. Join us as we build relationships, improve communication skills, and build self-confidence through staff-guided and youth-led activities.

Tuesdays: Trail to Creativity

Stimulate creativity and imagination through activities involving visual, performing, and imaginative arts. This trail benefits long-term academic success as youth learn that creativity comes in many forms.

Wednesdays: Trail to the Environment

Come develop a life-long love of Nature. Learn to appreciate and understand the world around us through activities focused on nature, environmental stewardship, and awareness of our ecosystem.

Thursdays: Trail to Family and Community

Explore the lasting benefit of Civic Engagement as youth find their purpose in the world around them. Youth and staff will work together as teams while learning leadership skills and the importance of helping their circles and communities.

Fridays: Trail to the Future

Develop various mental and physical skills important for success. Play games that encourage cooperation, teamwork, and good sportsmanship. This trail supports the benefit of future readiness.

We use experiential learning to create a deeper connection and sense of belonging in the program and community. Camp Fire programming encourages youth to think deeply and engage in inquiry about the natural world, others, and self. Youth will discover, explore, and develop their Sparks along with peers and staff.

Along with our Summer Trails programming, Camp Fire creates spaces and activities with youth through voice and choice. Actively engaging youth in the design of program helps us be responsive, teach leadership skills, and build self-esteem when young people see their ideas and Sparks come alive.

Some ways in which we align our programming with youth voice and the nine youth experiential outcomes are:

- Earning Camp Fire Emblems as they complete special projects, activities, and community-focused work. [Click here](#) to learn more about Camp Fire Emblems.
- Providing spaces for youth to interact in their own age groups as well as mixed age groups. These opportunities teach young people to work together and further develop social skills as they get to know about their passions and leadership styles.
- Team building activities are intentionally included in programming.
- Engaging in Community-based Learning Projects. Youth will explore community needs, develop a service project to help meet a need, reflect on the process, and celebrate their accomplishments.
- Teaching life skills
- Taking part in discussion and activities about 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.

Summer Day Camp Shirts

During their first week of camp, each child will receive one Summer Day Camp 2023 shirt for the summer.

Licensing

Camp Fire Columbia’s Before & After School sites are state-certified child care centers 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 may also contact our current licensing specialists,

District	Name	Phone Number	Email
McMinnville	Melanie Martin	971-718-4323	Melanie.martin@ode.oregon.gov
Portland	Amber Bayker	503-731-4238	Amber.bayker@ode.oregon.gov
West Linn/Wilsonville	Merissa Looper	503-507-3621	Merissa.looper@ode.oregon.gov

Behavior Expectations & Management

Behavior Expectations

At Camp Fire Columbia, we support relationship building that result in respectful, responsible, and safe interactions. 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

CFC site staff take a developmental approach when dealing with unsafe behavior. We view conflict as an opportunity to help young people learn more effective strategies for conflict resolution, communication, and management of emotions. If a child is disrupting the program, creating an unsafe condition, or displaying disrespectful demeanor to staff or the other children, we practice restorative approaches to help them successfully remain in program.

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 families will not get all of the details regarding another child.

We make every effort to use all the resources available to support student success. Our site staff are trained extensively in PBIS systems, Restorative Processes, 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 State of Oregon's Inclusive Child Care Program for additional support as necessary.

Behavior Support Procedures

- 1st Major Occurrence: 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. Staff will work with the child and family to develop such plans.
- 2nd Major Occurrence: Staff will communicate with the child and connect with the family to address the challenges arising at program. Important considerations will be considered such as, but not limited to, most recent occurrence, situational context, and environmental factors. Staff will connect with Inclusive Partners for free state resources to help create safer more inclusive environment. A documented support plan will be created.
- 3rd Major Occurrence: Program participation may be paused while Camp Fire and family address concerns and safety. Again, important considerations will be considered such as, but not limited to, any previous occurrences, situational context, and environmental factors.

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

If your child runs from or leaves program spaces without a staff or family member, mediation will occur immediately and communication with enrolling family member will directly follow. Together, Camp Fire staff and participants and their family members will develop a plan outlining safety concerns associated with leaving program without permission. If this behavior continues, Camp Fire will intervene to protect all staff and participants which could result in a pause in programming and/or attendance.

Camp Fire Staff will interrupt and address racism, microaggressions and forms of harassment in the moment. Staff members are here to address all situations of hate. Racism, microaggressions and harassment will be handled immediately with the intention of teaching children impacts associated with such behaviors. We believe in restorative processes first and may potentially remove children from program sessions if children and families are not open the restoration and growth associated with acknowledging harm and addressing next steps to address those most impacted. This will be determined by the Day Camp Site Supervisor and BAS 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 your Site Supervisor.
2. Verbal discussion with your Before & After School Program, Multi-Site Manager
3. Verbal discussion with the Before & After School Program, Director
4. Verbal discussion with the CEO of Camp Fire Columbia.

As required by state and federal civil rights laws and the American Disabilities Act (ADA), Camp Fire Columbia shall not discriminate against any child on the basis of race, religion, color, national origin, gender, sexual orientation, marital status or because of the need for special care in accordance with OAR 414-300-0040 (3, a&b)

Contact Information

<i>Session & On-Site Support</i>		
Portland Day Camp	West Linn Day Camp	McMinnville Day Camp
<i>LOCATION</i> Summer Site Phone:	<i>Sunset Primary</i> Summer Site Phone:	<i>Newby Elementary</i> Summer Site Phone:
<i>LOCATION</i> Summer Site Phone:		
<i>LOCATION</i> Summer Site Phone:		
Portland Day Camp PDXDayCamp@campfirecolumbia.org	West Linn Day Camp WLDayCamp@campfirecolumbia.org	McMinnville Day Camp MSDdayCamp@campfirecolumbia.org
<i>Administrative Office Support</i>		
Arisbeth Botello-Marin, MSD Before & After School Multi-Site Manager tspence@campfirecolumbia.org 971.910.2260		
Tanya Spence, WLWV Before & After School Multi-Site Manager tspence@campfirecolumbia.org 971.910.2260		
Stephanie Vera, PPS Before & After School Multi-Site Manager svera@campfirecolumbia.org 503.758.9111		

Marco Matias, PPS Before & After School Multi-Site Manager mmatias@campfirecolumbia.org 971.610.8106		
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