



# Summer Day Camp 2023

## Frequently Asked Questions

*Please review our FAQ and other family resources to see if your question has been answered. If you cannot locate an answer to your question, contact information is listed at the end of the FAQ.*

### Online Registration/Enrollment Questions

- **My child is in pre-school; can they still attend Summer Day Camp?**
  - Summer Day Camp is licensed to accept children from the day they turn 5-years-old to the day before they turn 13-years-old. There are no exceptions for younger or older children. A child who is still in pre-school can attend if they have already turned 5-years-old and are entering Kindergarten the following school year.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **My child is going into 7th grade; can they still attend Summer Day Camp?**
  - Summer Day Camp is licensed to accept children from the day they turn 5-years-old to the day before they turn 13-years-old. There are no exceptions for younger or older children. A child who is entering 7th grade can attend up until their 13th birthday, but the other children at Summer Day Camp will primarily be 5-10-years-old.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **Why am I getting an error message about not having enough contacts when trying to register?**
  - The state requires that we have two emergency contacts for each child. If you have not added the emergency contacts to your account yet, the system will not let you enroll for any future programming. Emergency contacts can be added in the Personal section of your [Family Portal](#).
  - [Summer Day Camp Enrollment Guide 2023](#)
  
- **How do I add a new child to my account?**
  - Additional children can be added to your account by selecting “Add New Student” in the Personal section of your [Family Portal](#). After you have added the new child, you can then proceed to the Registration section to sign them up for future programming.
  - [Summer Day Camp Enrollment Guide 2023](#)
  
- **How do I register/enroll multiple children at once?**
  - New families: Choose a session and go through the registration steps for one child. When you get to the check-out page, select “Add a New Student” then proceed through the registration steps for a second child. You can repeat this for however many children you are needing to enroll.
    - Please note, if you are enrolling one child now and plan to enroll additional children later, you will need to wait a day for your account to be established. Once you are able to access your [Family Portal](#), follow the steps provided in the Enrollment Guide to add additional children. Skipping this step will result in the creation of individual accounts for each child.

- Returning families: To have multiple children attending the same schedule, choose a session then select each child you wish to enroll (selected children will be highlighted in blue). If your children need different schedules for one or more sessions, proceed through enrollment for one child then select “Add More Programs” at check-out to repeat the process for additional children.
- [Summer Day Camp Enrollment Guide 2023](#)
- **My child is on the waiting list; when will I be notified of an opening for them?**
  - Each Summer Day Camp location can allow up to 60 children per day. If your child is wait listed for a day/session you will be notified as soon as there is an opening for them. All waiting list offers are sent from the Before & After School Registrar to the primary emails listed on your account.

## Schedule Change Questions

- **Who do I notify that my child will be absent from one of their scheduled days?**
  - If your child will be missing, arriving late to, or leaving early from one of their scheduled days, please let your Summer Day Camp Site Team know.
- **How do I request a change to the days my child is registered for?**
  - All transfer requests must be sent in writing to the BAS REGISTRAR The timeline and fees for transfers can be reviewed in the Rates & Payment Policies and Family Handbook.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
- **How do I request a drop-in?**
  - If your child is already registered for Summer Day Camp 2023, you can request an additional drop-in day by contacting your Summer Day Camp Site Team in writing (LINK TO CONTACTS IN HANDBOOK) directly. If your child is not already registered for Summer Day Camp 2023 you will first need to complete that registration [online](#). The Summer Day Camp registration will take 1-2 weeks to process prior to your child being allowed to drop-in. Any drop-in requests sent to the Before & After School Registrar will be forwarded to the site team for approval. Drop-in rates can be reviewed in the Rates & Payment Policies and Family Handbook.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
- **How do I cancel my child’s enrollment for a session of Summer Day Camp?**
  - All cancellation requests must be sent in writing to your district’s registrar team (LINK TO CONTACTS IN HANDBOOK). The timeline and fees for cancellations can be reviewed in the Rates & Payment Policies and Family Handbook.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)

## Payment and Financial Aid Questions

- **Why is there a \$50 deposit for each session?**
  - The \$50 deposit for each session is to hold your child's spot. It is included in the weekly rate rather than in addition to it and the remaining balance for the week will be due the week prior to the session.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **Can I give my session payment to the Summer Day Camp staff on-site?**
  - No. Summer Day Camp staff members are not allowed to take money or payments on-site. You can pay outstanding balances and setup auto-pay for future bills in your [Family Portal](#). You may also choose to mail a check or money order to our main office at 1411 SW Morrison St #300 Portland, OR 97205.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **Does Camp Fire work with outside agencies to provide financial aid?**
  - Camp Fire is an approved provider for DHS's [Employment Related Day Care Support](#) (ERDC), Multnomah County's [Community Childcare Initiative](#) (CCI), [Angels in the Outfield](#), and PSU's [Jim Sells Grant](#). Please let the your district's registrar team (LINK TO CONTACTS IN HANDBOOK) know if you have been approved for financial aid through any of these organizations.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **How do I apply for Camp Fire's Collective Care?**
  - Our Collective Care Application is available online (LINK) and in your [Family Portal](#). After completion, you can choose to email or mail it to the BAS REGISTRAR (LINK TO CONTACTS IN HANDBOOK). Please do not give your completed application to a site staff member.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **I received Collective Care Aid from Camp Fire last year; will it apply again this year?**
  - Camp Fire's Collective Care for Summer Day Camp expires at the end of the summer. Families who received financial aid for the 2022/23 school year or Summer Day Camp 2023 will need to reapply to be considered for aid for the next school year. Families who received financial aid for the 2022/23 school year may request that their financial aid be extended through Summer Day Camp 2023.
  - [McMinnville Summer Day Camp Rates and Payment Policies 2023](#)
  - [Portland and West Linn Summer Day Camp Rates and Payment Policies 2023](#)
  - [Summer Day Camp 2023 Family Handbook](#)

## Session Questions

- **Can I drop-off my child after 9:00am or pick-up my child before 4:00pm every day?**
  - The bulk of our specialized programming happens between 9:00am and 4:00pm every day, this includes Morning Programming, Explore, Innovate, and Create, Wheels Day, cooking projects, field trips, water play, games, and crafts. If your child arrives after 9:00am, they may miss out on some of our scheduled activities, but we will make sure to help them find their group and get started for the day. You can review a sample of our daily schedule in the Family Handbook.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **What should my child bring to Summer Day Camp?**
  - A filling sack lunch that does not require refrigeration or re-heating.
  - A water bottle labeled with your child's first and last name.
  - Clothing that is labeled, comfortable, and appropriate for walking, getting dirty, or possibly wet (an additional change of clothes is always a good idea).
  - Sturdy, comfortable shoes with backs for walking, playing, and exploring.
  - A hat or visor.
  - Sunscreen, if you are using your own.
  
- **Can my child use their cell phone or other electronic devices at Summer Day Camp?**
  - We ask that you leave the electronics at home. Camp Fire is not responsible for lost or damaged personal items. Toys, games, cell phones, music players, remote-controlled items, and other electronic devices are not allowed unless otherwise approved by the Day Camp Site Team (LINK to Contacts). We want your child to engage with the Summer Day Camp programming and connect with your Summer Day Camp Site Team and other youth during their time at Summer Day Camp.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **My child has food restrictions/allergies, do I need to send them with their own daily snacks?**
  - At Camp Fire we work to accommodate all food needs for youth. When you register, you will be asked to list any food restrictions and/or allergies. We will be sure to have an inclusive snack menu with alternatives for children who have special food needs.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **My child needs to take medication regularly. How does this work?**
  - You must notify the Summer Day Camp Site Team (LINK TO CONTACTS) of your child's medication, fill-out and sign a [medication release form](#) with clear instructions, and have the medication in its original packaging with your child's name clearly marked.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **Does Camp Fire provide sunscreen?**
  - All families are required to authorize the use of sunscreen during registration. You will be given the choice to allow the use of sunscreen provided by Camp Fire or to provide your own during registration. You will also be given the choice to have a staff member apply the sunscreen to your child or to have your child self-apply. If you will be supplying your own sunscreen, make sure that it is clearly labeled with your child's name and give it to the site staff during check-in on their first day of the session.
  - [Summer Day Camp 2023 Family Handbook](#)

- **Someone new will be picking-up my child today, who do I notify?**
  - Camp Fire must have all authorized pick-up information in writing. You can make changes to your authorized pick-ups in your [Family Portal](#) at any time and the site staff will be notified of the changes the following week. Same week changes to authorized pick-ups must also be sent in writing to your Summer Day Camp Site Team.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **What is Wheels Day?**
  - Wheels Day is an opportunity for the children to bring their bikes, scooters, skateboards, or skates to Summer Day Camp every Friday! Summer Day Camp staff design a safe course on the blacktop while the children decorate, wash, and get their wheels ready to roll. Helmets are required for all things rolling and elbow and knee pads must be worn while riding skateboards or skates.
  
- **How can I stay informed about upcoming Summer Day Camp activities?**
  - A weekly newsletter will be sent out prior to each session start date and will be available on the first day of each session outlining special activities and important information for the week. The newsletters will be available on our [website](#) each week. There will also be a daily schedule posted on site each day.
  
- **Are there overnights for Summer Day Camp?**
  - No. But if you are interested in exploring our overnight resident camp, you can find more information at [campnamanu.org](#).
  
- **Will there be Summer Day Camp field trips this year?**
  - Field trips will be offered on a site-by-site basis. Some field trips will include walking to a nearby park or splash, going swimming at a local pool, taking a contracted bus to off-site destinations, and exploring our Overnight Camp property Camp Namanu. Your Summer Day Camp Site Teams will message accordingly to complete field trip permission forms and inform families of upcoming field trips.
  
- **What happens if a child or Summer Day Camp staff member gets COVID-19 or any other Restrictable diseases?**
  - We closely monitor symptoms and communicate with families about any potential spread or exposure of COVID-19 or other Restrictable diseases. Different exclusion steps are required based on a number of scenarios. Please review our Summer Day Camp 2023 Family Handbook for information on all of our exclusion policies.
  - [Summer Day Camp 2023 Family Handbook](#)
  
- **What happens if temperatures become extreme or air quality is poor?**

In buildings that are not climate controlled, Camp Fire Department Directors will use [Child Care Weather Watch](#) for heat related situations. Camp Fire will either find and climate-controlled spaces to operate program in. If this is not an option, programming will close early during heat advisories when temperatures are expected to reach 100. Closure times should be determined using the forecast and by Department leadership. Messaging strategies should be handled by each department and incorporate the Communications Manager and CEO.

In buildings that are not climate controlled, Camp Fire Department Directors will use [Child Care Weather Watch](#) for heat related situations. Camp Fire will either find and climate-controlled spaces to operate program in. If this is not an option, programming will close completely when temperatures are expected to reach 105. Closures should be determined using the forecast and by Department leadership. Messaging strategies should be handled by each department and incorporate the Communications Manager and CEO.

Camp Fire will use the [Air Quality Index](#) for tracking reports on air quality. Programming will close when the index value reaches 201 or more and will not reopen until the AQI indicates air quality reaching below 200 for an extended period of time. Closures should be determined using the forecast and by Department leadership. Messaging strategies should be handled by each department and incorporate the Communications Manager and CEO.

Camp Fire does not refund program fees due to early release or closures associated with inclement weather or air quality conditions.

### Contact Information

<b>Session &amp; On-Site Support</b>		
<b>Portland Day Camp</b>	<b>West Linn Day Camp</b>	<b>McMinnville Day Camp</b>
<b><i>Fernwood</i></b> Summer Site Phone: 503-793-8032	<b><i>Sunset Primary</i></b> Summer Site Phone: 503-997-9718	<b><i>Newby Elementary</i></b> Summer Site Phone: 503-758-8645
<b><i>LOCATION</i></b> Summer Site Phone:		
Portland Day Camp <a href="mailto:PDXDayCamp@campfirecolumbia.org">PDXDayCamp@campfirecolumbia.org</a>	West Linn Day Camp <a href="mailto:WLDayCamp@campfirecolumbia.org">WLDayCamp@campfirecolumbia.org</a>	McMinnville Day Camp <a href="mailto:MSDdayCamp@campfirecolumbia.org">MSDdayCamp@campfirecolumbia.org</a>
<b>Administrative Office Support</b>		
Arisbeth Botello-Marin, MSD Before & After School Multi-Site Manager <a href="mailto:tspence@campfirecolumbia.org">tspence@campfirecolumbia.org</a> 971.910.2260		
Tanya Spence, WLWV Before & After School Multi-Site Manager <a href="mailto:tspence@campfirecolumbia.org">tspence@campfirecolumbia.org</a> 971.910.2260		
Stephanie Vera, PPS Before & After School Multi-Site Manager <a href="mailto:svera@campfirecolumbia.org">svera@campfirecolumbia.org</a> 503.758.9111		
Marco Matias, PPS Before & After School Multi-Site Manager <a href="mailto:mmatias@campfirecolumbia.org">mmatias@campfirecolumbia.org</a> 971.610.8106		
Sam Morelli, Before & After School Assistant Program Director <a href="mailto:smorelli@campfirecolumbia.org">smorelli@campfirecolumbia.org</a> 503.803.9223		
Jon Myers, Before & After School Program Director <a href="mailto:jmyers@campfirecolumbia.org">jmyers@campfirecolumbia.org</a> 503.784.4093		

Josh Todd, President and CEO <a href="mailto:jtodd@campfirecolumbia.org">jtodd@campfirecolumbia.org</a>		
<b><i>Billing &amp; Registration Support</i></b>		
McMinnville Registrar <a href="mailto:msdreg@campfirecolumbia.org">msdreg@campfirecolumbia.org</a> 503.758.3555	Portland Registrar <a href="mailto:Ppsreg@campfirecoiumbia.org">Ppsreg@campfirecoiumbia.org</a> 503.784.4579	West Linn Registrar <a href="mailto:WLWVreg@campfirecolumbia.org">WLWVreg@campfirecolumbia.org</a> 971.429.2545