

Welcome!

Dear Parents:

Welcome to Recreation Camps at Mt. Hood Community College!

Our camps provide a safe and educational environment for your child that is filled with activities that promise fun, excitement while with learning!

We look forward to a continuing and growing relationship with you and your child. We hope this handbook offers you a better understanding of our program policies and guidelines. Please take a moment to become familiar with the information that follows.

We appreciate the opportunity to provide a safe and exciting summer for your child!

Please contact us if you have any questions.

Sincerely,

Katie Alikin  
Camp Director

Everybody Learns,  
Everybody Plays

### **Camp Mission Statement**

As the premier site for activities and educational programs in East Multnomah County, we will deliver diverse and inspirational programs. These programs are age and ability appropriate, founded on the principals of safety, learning, and pure enjoyment. We believe it is essential every child get a chance to participate, interact, learn, and play as much as possible. We know that kids just want to have FUN! We realize FUN is an integral part of a child's life, which enhances their whole being right into and throughout adulthood.

### **Hours of Operation:**

Camp Hours: Monday-Friday 9am – 4pm (8:30-4:30 extreme outdoor adventure only)

Early drop of/late stay: 7:30-9am and 4-5:30pm

*All camps closed: July 4th*

### **General Daily Schedule**

7:30am-9am	Early drop-off
8:50am –9am	Arrive for camp
9am-12pm	Camp activities
12-1pm	Lunch/games
1pm-2pm	Camp activities
2-4pm	Swimming/water games
4-4:15pm	Depart from camp
4-5:30pm	Late stay

### **Early Drop-off**

For those that need a little extra time, we have the early drop off program. Registration is required. Please take your child to the Camp Central front desk to sign him/her in.

### **Arrival/Sign-in**

Campers are expected to arrive by 9am at designated drop-off site in front of the Physical Education (PE) building. The camp instructors will have a sign-in sheet. For children under the age of 10 parents must sign their child in before leaving.

### **Late Arrivals**

If you arrive after 9:15am please go to the Camp Central front desk

### **Departure/Sign-out**

At 4pm all campers will meet at the designated drop-off/pick-up site to prepare for departure. *All campers must be signed out* at time of departure.

### **Late Stay**

For those that need a little extra time or work later, we have the late stay program. Registration is required. Please go to the Camp Central front desk to pick up and sign out your child.

### **Late Pick-ups**

If you are late picking up your child after the designated camp ending time, you will be charged \$1 every minute you are late.

### **Absences**

If your child is to be absent from camp, we ask that you call (503) 491-7245 and let the staff know. If it is after hours please leave a message. Messages will be checked periodically. We are unable to give credit for any days missed.

### **Illness**

Please do not send your child to camp with a communicable illness. Sick children should be kept home to rest and help prevent infecting other children.

If a child becomes ill during camp, the coordinator will contact the parent or guardian named on the Registration Form to pick-up your child.

### **Emergencies**

Safety is a number one concern and we do everything possible to minimize accidents. In the event of an accident that requires more than TLC and a band-aid, our staff will fill out an accident report and contact the emergency contact listed on the child's Emergency/Medical Form.

Our camp staff are all certified in First Aid, CPR and blood borne pathogens and will provide basic emergency assistance when needed.

First Aid kits are provided on each camp staff member and in the PE and aquatic buildings.

### **Communication with Parents**

We believe open communication between parents and staff is a must. If you have any questions, suggestions, or concerns, please talk to the Camp Director (Katie Alikin) or Aquatic Supervisor/Athletic Director (Brandon Drawz).

### **Discipline**

MHCC Camp Central is committed to providing children opportunities in a safe and secure environment that ensures children's and staff boundaries will be respected. Mutual respect, encouragement and kind yet firm leadership help form our positive discipline program.

Discipline is an opportunity to provide children with guidance and growth. MHCC's staff encourages children to state their needs and listen to the needs of others. Children will learn and work on skills such as sharing and problem-solving. We want children to make positive choices and our staff is there to guide them.

### **Photography**

We often take photos of children as they are enjoying camps. We do, on occasion, use these photographs in our publication. If you wish your child's photo not to be used, please notify your camp instructor and state this wish on your child's waiver form.

### **Personal Belongings**

Children are asked not to bring their personal toys/items to camp. This includes game boys and other hand held video games as well as money. We cannot be responsible for lost, stolen, or damaged belonging. Please label swimsuits, towels, jackets, lunch boxes and any other items brought to camp.

### **Lunch/Snacks/Water**

Your child will need to bring a sack lunch, two snacks, and drink(s) daily. Please print their name on the lunch. Lunch should not need refrigeration or heating. On field trips we ask that everything be disposable!

### **Program Evaluation**

Parent Evaluation of our camp programs is an important factor in assisting planning

needs for improvement. Please help us provide your child with the best possible camp program by giving us feedback at the end of the week.

**What to Wear?**

Be ready for action! Your child's clothing should be comfortable and camp and weather appropriate. Please bring a swimsuit for all camps & sun screen with your child's name on it.

**Necessary Form's**

Before your child begins the first day of camp we need the following:

A completed Camp Waiver Form/Photo Release  
Medical/Emergency Information Form