

Camp Ka-Mee-Lin

Parent Handbook



WELCOME

Dear Parents,

Thank you for joining Camp Ka-Mee-Lin this summer! We know you had several programs to choose from, and we are thrilled that you chose to spend your summer with us.

To ensure that your child has the best experience possible, I ask that you take the time to review this parent handbook and the important information regarding our Camp program.

If you have any questions or concerns, please ask any of our well-trained staff on-site at Camp in Kiwanis Park, or Derek Hoffman, Recreation Supervisor at Post Falls City Hall.

See you this summer!

Sincerely,

Derek Hoffman A.K.A. Chi-Town
Post Falls Recreation
Recreation Supervisor

dhoffman@postfallsidaho.org

(208) 457-3342

TABLE OF CONTENTS

Locations/Contact Information	3	Meals	7
Hours of Operation & Camp Schedule	3	Field Trips	7
Registration	3	Overnight Campouts	7
Registration Fees	4	Swimming	8
Late Registration	4	Reading Time	8
Withdrawals & Refunds	4	Illness, Injuries & Emergencies	8-9
Absences	5	Medication Policy	9
Scholarships	5	Food Allergies/Dietary Restrictions	9
Drop-Off/Pick-up	5	Rainy Days/Extreme Weather	10
Sign-in/Sign-out	5	On-site Emergency	10
Late Pick-up & Fees	6	Communications	10
What to Bring	6	Discipline Policy	10
Sunscreen	6	Non-Discrimination	11
Cell Phones	6	Code of Conduct	12
Lost & Found	6	Discipline Policy	13

LOCATION/CONTACT INFORMATION

Kiwanis Park: 4176 E. Weatherby Ave., Post Falls, ID 83854

Black Bay Depot: 1211 E. 3rd Ave., Post Falls, ID 83854

Ponderosa Elementary School: 3483 E. Ponderosa Blvd., Post Falls, ID 83854

Post Falls City Hall: 408 N. Spokane St., Post Falls, ID 83854

Camp Office: (208) 777-2736

Parks and Recreation Office: (208) 773-0539

Recreation Supervisor: (208) 457-3342 / dhoffman@postfallsidaho.org

Camp Director: (208) 777-2736 / ccasidy@postfallsidaho.org

HOURS OF OPERATION & CAMP SCHEDULE

Drop-off: 6:45am – 9:00am

Scheduled activities: 9:00am – 4:00pm

Pick-up: 4:00pm – 6:00pm

Week 1: June 8-12	Week 4: June 29-July 3	Week 7: July 20-24	Week 10: August 10-14
Week 2: June 15-19	Week 5: July 6-10	Week 8: July 27-31	Week 11: August 17-21
Week 3: June 22-26	Week 6: July 13-17	Week 9: August 3-7	

REGISTRATION

Registration Options:

Online: <http://www.postfallsidaho.org/departments/parks-recreation/recreation/>

In Person: Recreation Administration Desk at Post Falls City Hall. 408 N. Spokane St. Post Falls, ID 83854.

Secure Drop Box: Located in front of City Hall.

Over the Phone: Call the Recreation Office at (208) 773-0539.

Tips for Successful Registration:

1. **Schedule automatic payments** so you never miss a deadline.
2. **Stay Up to Date on Your Payments.** Payment plans must be current one week prior to the registered week. Failure to meet this requirement will result in removal from camp.
3. **Complete all forms** so your camper is ready for their first day of camp.

Registration Deadlines:

Week 1: May 25	Week 4: June 15	Week 7: July 6	Week 10: July 27
Week 2: June 1	Week 5: June 22	Week 8: July 13	Week 11: August 3
Week 3: June 8	Week 6: June 29	Week 9: July 20	

REGISTRATION FEES

Camp Ka-Mee-Lin Weekly Registration Fees		
Age Group	Standard	Extended
Explorers (4 ¹ / ₂ -6 year olds)	\$110 per week	\$145 per week
Adventurers (7-8 year olds)	\$110 per week	\$145 per week
Voyagers (9-10 year olds)	\$125 per week	\$160 per week
Navigators (11-13 year olds)	\$125 per week	\$160 per week

****Select weeks will be discounted due to no Camp on holidays.***

****Select weeks will have an additional charge due to extra field trips or overnight campouts.***

For up to date information, inquire at Post Falls City Hall or visit: www.postfallsidaho.org/camp

LATE REGISTRATION

If you have not reserved a space with a deposit and missed the deadline for the session registration, you may have the option to register for that session if space is available. A late fee of \$25 per child will be added unless already on the participant waitlist.

WITHDRAWALS & REFUNDS

Due to Administrative costs involved, an 80% refund will be issued if the participant withdraws at-least 6 business days prior to the start of the registered Camp session. No refund will be issued for a withdrawal of less than 6 business days prior to the start of the registered Camp session.

On occasion a first-time camper (4 ¹/₂ -5-year-old) may not be ready for Camp and may withdraw or be asked to leave Camp prematurely. Parents should carefully evaluate their child's Camp readiness and speak with the Recreation Supervisor at the time of enrollment to help ensure the best decision for each child. If a first-time camper (4 ¹/₂ -5-year-old) shall be withdrawn by the parent or should Camp determine that they are not ready for the Camp program, a refund, minus a fee for each day attended will be issued.

If your child should be dismissed from Camp for unsatisfactory conduct or behavior which the Camp Director and Recreation Supervisor deem to be detrimental to other children, staff, and the Camp program, you will be issued a refund, minus fees for each day attended.

ABSENCES

Please contact the Camp Leadership at (208) 777-2736 or ccasidy@postfallsidaho.org if your child will not be at camp. Voice mail and emails are checked regularly. **There are no credits or refunds given for days missed.**

SCHOLARSHIPS

The City of Post Falls offers need-based scholarships to families interested in our youth programs. These scholarships are available to any participant, including non-resident families. The Camp Ka-Mee-Lin scholarship pays for 50% of the weekly registration fee. Each qualifying family can receive (2) one-week scholarships. These can be applied to one child for two weeks of Camp, or to two children attending a single week of Camp Ka-Mee-Lin. For further details, qualifying criteria, and the scholarship application, please call (208) 773-0539 or visit Post Falls City Hall.

DROP-OFF & PICK-UP

All campers must be dropped off and picked up at Kiwanis Park (see address above). Drop-off is from 6:45-9:00am. Pick-up is from 4:00-6:00pm. Campers must be signed in and out by an authorized adult.

SIGN-IN & SIGN-OUT

Camp Ka-Mee-Lin will now be using the DASH app for sign-in and sign-out. The use of the DASH app will keep children's and parent's information private and increase safety. We require all parents to update their authorized adults on their child's medical form. Previous authorized adults will not rollover, so you will need to make sure they are updated before your child's first day of camp. Any changes to your authorized pickups can be made by calling the Recreation Office at (208) 773-0539 or contacting the Camp Leadership at (208) 777-2736. ***Authorized adults are required to bring a picture I.D. every day.**

When you drop your child off, walk your child to the sign-in table (located in front of the office) and sign them in with a Camp Supervisor. We do not accept a camper's drop-off unless a parent/adult has signed them into our program. Staff is not responsible for children until they are signed in or after they are signed out. For the safety of our participants, staff will ask for a picture I.D. when a child is picked-up. NO child will be allowed to leave with anyone that is NOT listed as an authorized adult unless approved by the child's parent. All Campers MUST be signed-out prior to leaving.

LATE PICK-UP & FEES

It is expected that your child is picked up prior to Camp closing at 6:00pm. If you know ahead of time that you will be late picking up your child, please call the Camp Leadership at (208) 777-2736 and let them know. If you are late without prior notice, there will be a \$5 fee for the first 15 minutes and \$1 fee for every minute after. This fee will be charged to your online account balance.

WHAT TO BRING

What to bring EVERY DAY	What NOT to bring
Backpack	Toys
A reusable water bottle	Jewelry
Sunscreen	Electronic devices – <u>no cell phones or smart watches!</u>
Sack lunch - <u>if not eating lunch provided</u>	Gum or candy
Appropriate clothing	Money
Closed toe gym shoes– <u>no flip flops or sandals!</u>	Pocket knives
Light jacket or sweatshirt for cold mornings	Soda
Swimsuit	
Towel	
A book	

Personal items should be left at home as they can get lost, stolen, or damaged. **The City of Post Falls is not responsible for any lost, stolen, or damaged items. Please label all clothing and personal belongings!**

SUNSCREEN

Campers are required to bring spray sunscreen to camp; we do not supply sunscreen. Campers should come to camp with sunscreen already applied. Camp staff are not allowed to apply sunscreen to any camper (**they can assist with spray sunscreen**), so it is encouraged that you teach your child how to properly apply sunscreen. The staff will supervise and provide times for campers to apply sunscreen before and during outdoor activities.

CELL PHONES

Cell phones will not be allowed at camp. Phones will be confiscated and given to parents at the end of the day.

LOST & FOUND

Our lost and found table is placed near the office. All lost and found items will be donated to Northwest Center after two weeks (i.e. items left week 1 will be donated at the end of week 3).

MEALS

Breakfast will be available for campers daily. Campers must be dropped off by 8:00am to receive breakfast. Campers will take a bus to Ponderosa Elementary School at 8:00am each morning for breakfast.

Lunches will be available for campers daily, except on field trip days. Campers will walk to Ponderosa Elementary School every afternoon and take part in the free lunch program. Children are welcome to bring their own sack lunch. Refrigeration and microwaves are not available for use.

Snack will be provided daily around 3:30pm. All snacks provided will be nut free.

***Camp Ka-Mee-Lin is a nut free camp. All lunches and snacks sent with campers must be nut free.**

FIELD TRIPS – CANCELED FOR SUMMER 2020

Campers MUST bring a lunch, field trip shirt, water bottle, and backpack on field trips. Field trips are tied into the theme of the week. Information about field trips will be found in the weekly schedule sent out prior to the week of Camp. While groups are on field trips, we make sure to have staff: camper ratios that are appropriate for the location and activity.

Camp Field Trip Shirts will be sent home with campers during their first week of camp. All campers will receive one shirt. Additional and replacement field trip shirts will be available for \$10.

OVERNIGHT CAMPOUTS

Overnight campouts are a special program designed for the Navigator (11-13-year-old) age group. Campers will receive a packing list and detailed itinerary the week before the campout session. Campouts extend over 3 days and two nights. The group will leave on Tuesday from Kiwanis Park, will spend Tuesday and Wednesday night at the campsite, and will return to Kiwanis by lunchtime on Thursday. Campout activities include hiking, geocaching, swimming, nature activities, knife safety, whittling, night games, and more. The campout will be used as an opportunity to teach campers the process of planning and going on a campout. Campers will be involved in meal planning, gear prep, will learn about and be responsible for setting up tents, gathering firewood, building the fire, preparing meals, and caring for the campsite.

Campout Information:

Week 9: Bumblebee Campground, 26290 Coeur D’Alene River Rd., Wallace, ID 83873 – August 2 – 6

***Navigator fee is \$200 for Week 9**

SWIMMING

At Camp Ka-Mee-Lin, our campers, except for Explorers, swim in the Spokane River at Kiwanis Park. Explorers will have alternative water activities on swim days. All campers should come prepared to swim daily.

Campers are required to bring spray sunscreen, a swimsuit (Females: must be one-piece swimsuit, no bikinis. Males: no speedos), and a towel. Optional items include goggles, sandals to wear to and from the beach (campers must have closed toe shoes for the remainder of the day), and life jackets. DO NOT send your child with inflatable rafts, chairs, flippers, buckets, shovels, pool noodles, squirt guns, or any other water toys.

Please note that the Kiwanis Park beach is not monitored by lifeguards, but we will provide guards for camper's swimming activities. Should you opt not to permit your child to swim, they can play monitored on the beach during swim hours. Alternative activities will not be provided.

The roped off swimming area at the beach has two depths. Campers must pass the swim test to enter the water above their knees. The swim test will be administered once a week on Mondays. Any camper who fails the swim test will not have additional opportunities to pass the test until the next week. Campers who pass the swim test, must continue to test every subsequent Monday, no exceptions. Campers will receive color coded swim shirts to determine who has passed the swim test. This provides clear visuals for our counselors to ensure safety.

READING TIME

At Camp Ka-Mee-Lin, we encourage kids to learn, be inquisitive, and grow intellectually. To achieve this part of our mission, we have partnered with the Community Library Network and have a dedicated "Reading Time" set aside at the end of each day. All campers get to read books from our Camp library and the selection provided by the Community Library Network. Although we discourage campers from bringing toys and items from home, we do want kids to have books they are interested in. If your camper has a book from home they would like to bring, please label it with a name so we know who it should go home with.

ILLNESS, INJURIES & EMERGENCIES

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp.

We ask that you do not send your child to Camp if they are not feeling well in the morning. A child may not remain at or come to Camp until they do not show signs of the following symptoms:

- Fever over 100.4F. Participants must be fever free for at least 24 hours before returning to Camp
- Any contagious disease such as strep throat, pink eye, chicken pox, etc.
- Vomiting

- Serious/hard coughing or difficulty breathing
- Rash/open sores
- Diarrhea
- Thick drainage from the nose

If your child becomes ill, we will try to provide an isolated rest area until you can be notified. If your child is injured, we will take whatever steps may be necessary to obtain emergency medical care. These steps include, but are not limited to the following:

- a) attempts to contact parents or legal guardian
- b) attempts to contact parent/guardian through the persons listed on the emergency contact form

If we cannot contact you, we will do any or all the following in an emergency;

- a) call an ambulance or paramedic
- b) have the child taken to an emergency hospital accompanied by the Camp Unit Director or Recreation Supervisor
- c) stay with your child until a parent or guardian arrives

In case of an emergency you may contact our Camp Director at (208) 777-2736 and a message will be passed on to your child. Campers may not use cell phones at Camp.

MEDICATION POLICY

If your child requires medication during the time they are in our care, please notify Camp Leadership as soon as possible. Before any medication (prescription and non-prescription) may be given to the camp staff, a Camper Medication Form must be completed; these are available through Camp Leadership or found in the Camp Registration Packet.

Both prescription and non-prescription medicines must be in their original container and clearly marked with the child's first and last name, medication name, doctor's name, dosage and other specific directions.

Parents must bring medication directly to a member of Camp Leadership; please review all instructions and any other special considerations with Camp Leadership at this time.

A member of our Camp Leadership team will supervise the storage and self-administration of any medication taken during the camp day. ***Our camp staff are not authorized to directly administer any medications.***

FOOD ALLERGIES/RESTRICTIONS

If a child has special dietary needs due to medication, allergies, illness, or special circumstances, ***you must note this in his/her medical form.*** A list of food allergies will be posted in the Camp Office and in our camp staff binders, so our staff can ensure proper food distribution. ***We are a nut free camp and ask that parents do not send your child with peanut or tree nut products for lunch or snack.***

RAINY DAYS/EXTREME WEATHER

Kiwanis Park has several shelters that Camp Ka-Mee-Lin utilizes. There are adequate covered spaces to pass the day sheltered from rain. During rainy weather we may have to interrupt or modify the prepared activity schedule. During these times, we do our best to provide activities, games, and crafts that meet our standards of being intriguing, educational, and active. We are prepared with umbrellas, extra coats, and heaters for keeping our campers warm, dry, and comfortable. On rainy days, parents can help us by making sure their camper comes dressed for the weather with warm, water resistant clothing and shoes.

In the cases of extreme weather such as wind, lightning, smoke/ash, etc. we will shuttle campers to Black Bay Depot or an appropriate site. Once at this site, we will engage with campers with group games and activities. Notice of change will be posted on the sandwich board at Kiwanis Park entrance.

ON-SITE EMERGENCY

Camp Ka-Mee-Lin staff are trained in emergency scenarios and are equipped to gather at one of several on-site locations should a “shelter in-place” be deemed necessary. In the case of an evacuation, campers will walk to Ponderosa Elementary School. Notice of change will be posted on the sandwich board at Kiwanis Park entrance.

COMMUNICATIONS

It is our goal to provide parents with consistent, thorough, and relevant communication throughout the summer. Each Thursday you will receive an email containing the following items about the next week of camp:

1. Camp calendar
2. Reminders
3. Field trip updates
4. Photos from last week

Please feel free to contact the Recreation Office at (208) 773-0539 during business hours or email the Recreation Supervisor at dhoffman@postfallsidaho.org or Camp Director at ccasidy@postfallsidaho.org with any concerns, suggestions, or comments regarding the program.

DISCIPLINE POLICY

Please review the new Code of Conduct form at the end of this application with your camper. The Code of Conduct form **MUST** be signed and returned to the Parks and Recreation department with your camper’s medical form prior to their first day of camp.

NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the Day Camp Program as a participant, employee, or volunteer based on race, sex, or religious beliefs. To participate successfully in the program, a child must be able to function in a group setting, always stay with their group, follow directions given by staff, and be able to use the toilet on his/her own. Every effort will be made to make reasonable accommodations to serve your child.

POST FALLS PARKS AND RECREATION DEPARTMENT CAMP KA-MEE-LIN CODE OF CONDUCT

Camper Name: _____ Parent/Guardian Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____

Please sign and review this document with your youth. This document must be sent in with your Registration Packet to the Camp Director, Carter Casidy, prior to the first day of camp. You may email it to Carter at ccasidy@postfallsidaho.org or bring it to the Parks and Recreation department at 408 N Spokane Street, Post Falls, Idaho 83854. Please keep the second copy for your records.

Rules and Expectations

It is the goal of Camp Ka-Mee-Lin to ensure that the rights of all individuals are protected while attending the camp; to establish the safest and best possible learning environment for all camp participants and; to ensure that breaches of the rules and code of conduct are treated in a fair and consistent manner. Please review this with your youth.

Our rules and expectations are as follows:

- Campers have the responsibility to follow the instructions given by Camp staff
- Campers have the responsibility to treat one another, staff, and property with respect
- Campers have the responsibility to act and behave in a way which does not endanger (themselves or others), intimidate, or interfere with the participation of others

The following items are terms for immediate dismissal from camp:

- Any child who runs away from the staff or off campus.
 - If the staff cannot convince the child to return, the police may be called
- Any child who harms themselves or another camper
 - This includes both physical and or verbal abuse as well as bullying
- Any child using language which is offensive, profane, sexist, or racist
- Any child who abuses the staff
- Any child who participates in sexual harassment

Five Point Discipline Policy

The Camp Ka-Mee-Lin staff will use positive means in dealing with discipline problems. Acceptable behaviors will be reinforced. Reasoning, with the assignment of logical consequences will be used with a child to help avert problem situations. If necessary, a supervised "time out" will be utilized. A "time out" is not a punishment, but rather a method of helping a child regain control of their behavior. On top of this, a written warning will be given to the camper and parents by means of a Rough Day Report. Rough Day Reports are kept on file throughout the summer season.

If behaviors are recurrent, we will utilize a five-point discipline policy to determine what action will be taken should a camper not follow the camp rules. These policies are put in place to ensure the safety of our campers as well as our staff.

Point One: This is the camper's first written warning. The parents or guardian will be notified at the time of pick up.

Point Two: This is the camper's second written warning. The parents or guardian will be notified at the time of pick up.

Point Three: This is the camper's third written warning and the parent or guardian will be contacted immediately to be informed of the situation.

Point Four: The parent or guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the day as well as the following day.

Point Five: Parent or guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program and may not be eligible to return.

If you have any questions regarding the Summer Camp Discipline Policy please contact Carter Casidy at ccasidy@postfallsidaho.org.

Agreement

I have read and agree to adhere to the above Camp Ka-Mee-Lin Code of Conduct. My youth and I fully understand the Rules and Code of Conduct as detailed above and I agree to him/her receiving appropriate disciplinary action should he/she breach them:

Parent/Guardian Signature: _____ **Date:** _____

Youth Signature: _____ **Date:** _____