

Dear Parents,

Thank you for choosing Kamp Ka-Mee-Lin this year! We are thrilled that you chose to spend your day off school with us!

To make sure that your child has the best time possible, I would like to ask that you take the time to review this parent packet and the important information regarding our Kamp program.

If you have any questions or concerns, please ask any of our well-trained kamp staff onsite at the Trailhead Event Center, or Rachel Lane, Recreation Supervisor at Post Falls City Hall.

See you at Kamp!

Sincerely,

Rachel Lane A.K.A. Winter
Post Falls Recreation
Kamp Program Coordinator

rlane@postfallsidaho.org
208.773.0539



KAMP KA-MEE-LIN POLICIES AND IMPORTANT INFORMATION

LOCATION/CONTACT INFORMATION

Trailhead Event Center
12361 W. Parkway Drive, Post Falls, ID 83854, located within Q'emiln Park
Drop off and pick up will be at the Trailhead Event Center front entrance.
Post Falls Parks and Recreation telephone number: 208.773.0539

HOURS OF OPERATION

Structured Kamp activities are from 9:00am – 4:30pm, but parents may drop off as early as 7:00am and pick up as late as 6:00pm. We ask that you have your child at Kamp no later than 9:00am as this is when the themed structured group activities begin for the day. We also ask that you do not pick up your child earlier than 4:00pm as they are often involved in group activities and field trips up until that time. If early pick up of your child is necessary, please inform an onsite Director at Kamp so that they can make arrangements to have your child ready for you at the applicable time.

REGISTRATION

Online: at www.postfallsidaho.org on the Recreation page.

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

Only registered children may attend Kamp. In the event your child is unable to attend a session you have reserved, we cannot accept another child as a substitute.

LATE PICK-UP & FEES

Please make arrangements to have your child picked up prior to Kamp closing at 6:00pm. If you know ahead of time that you will be late picking up your child, please call the Recreation Office at 208.773.0539 and let them know. In the event that 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 is due at the time of pick up, or will be charged to your online account balance.

WITHDRAWALS & REFUNDS

You will need to notify the Recreation Office no later than Monday by 4:00pm, one week prior to the session you planned on attending in order for your deposit to be credited to your account or to another session. Once a session has begun, no refunds will be issued.

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

SIGNING IN AND OUT

We ask that you sign your child in and out on the Kamp Attendance Sheet that is located on-site at the Kamp location. The staff use these attendance sheets to determine which children are present at any given time. Only persons authorized in writing by the parent or guardian may pick up a child. We cannot be responsible for your child unless he/she is signed in and out. Please have a picture I.D. available when picking up your child. This is for your child's protection.

WHAT TO BRING / NOT BRING

What to bring EVERY DAY	What NOT to bring
Comfortable clothing	Toys
A water bottle	Jewelry
Sack Lunch	Ipods/MP3 players
Backpack for keeping belongings organized	Cellular Phones
Tennis shoes or Sports Sandals (NO FLIP FLOPS)	Gum or Candy
Light jacket or sweatshirt for cold mornings	Video Game Devices
A set of clothing appropriate for outdoor activities	Money
A book	Pocket Knives
Snow play clothing	Soda Pop

Please label all clothing and personal belongings

MEALS

Lunches will not be provided for Kampers. All Kampers need to bring their own sack lunch. Refrigeration and microwaves are not available for use.

Below are some healthy suggestions for lunch:

- Sandwiches: Turkey, ham & cheese, vegetables
- Fruits: apples, oranges, bananas, raisins
- Crackers: Goldfish, pretzels, crackers
- Drinks: Water or fruit juices. We ask that you do not send your child to Kamp with soda.
- Lunches with mayonnaise and cheeses should be kept cool to keep them from spoiling. Consider packing a cold pack or frozen juice box in a thermal lunch bag to keep food cool until use.

Snack will be provided everyday around 3:30pm.

READING TIME

At Kamp Ka-Mee-Lin, we encourage kids to learn, be inquisitive, and grow intellectually. To be consistent with 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 Kampers get to read books from our Kamp library and the selection provided by the Community Library Network. Although we discourage Kampers from bringing toys and items from home so as not to lose them, we do want kids to have books they are interested in. If your Kamper 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

We ask that you do not send your child to Kamp if they are not feeling well that morning. A child may not remain at or come to Kamp if they have any of the following symptoms:

- Fever over 100F. Participants must be fever free for 24 hours before returning to Kamp.
- 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 any of the persons listed on the information form you completed for us.

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

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

In case of an emergency you may contact our Kamp staff at 208. 773.0539 and a message will be passed on to your child. Kampers may not use cell phones at Kamp.

MEDICATION

If your child will need to take any medication during the day while at Kamp, please write out permission to administer the specific medication (including dose and times to administer) and give it to the Kamp Director. Please do not have your child carry the medication in their backpack. If your child has any special needs please speak to a staff member so that appropriate accommodations can be made.

DISCIPLINE POLICY

The Kamp 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. If a behavioral problem is recurrent, a conference with the parent(s)/guardian(s) will be held to determine possible methods of dealing with the behavior and/or removal from the Kamp program.

Zero Tolerance situations: In the event of physical harm or fighting with a Kamper or staff member, the involved Kamper will be suspended from Kamp. This will be for a minimum of one day, but may be longer depending on the severity of the situation.

FIELD TRIPS

Kampers **MUST** bring a lunch and back pack on field trips. These trips are tied into the theme and will be announced in the daily schedule sent out prior to the session of Kamp.

NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the Day Kamp Program as a participant, employee, or volunteer based on race, sex, or religious beliefs. In order to participate successfully in the program, a child must be able to function in a group setting, stay with their group at all times, 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.