

CAMP KA-MEE-LIN SPRING 2024



SPRING 2024

PARENT HANDBOOK

Experience
POST FALLS
PARKS AND RECREATION



WELCOME

Dear Parents and Guardians,

Thank you for joining Camp Ka-Mee-Lin this spring! 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 you and your child has the best experience possible, I ask that you take the time to review this parent handbook and the important information pertaining to Spring Break Camp.

If you have any questions or concerns, please ask me or our well-trained staff on-site staff at Camp.

See you this spring!

Sincerely,

David Bugenhagen A.K.A. Kale
Camp Director/Recreation Coordinator
dbugenhagen@postfalls.gov

Please ensure the email address & cell phone number associated with your camper's account is current in our system.

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LOCATIONS/CONTACT INFORMATION

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

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

Parks and Recreation Office: (208) 773-0539

Recreation Supervisor: Tracy Mullennix (Marvel) / (208) 773-0539 / tmullennix@postfalls.gov

Camp Director: David Bugenhagen (Kale) / (208) 262-7352 / dbugenhagen@postfalls.gov

HOURS OF OPERATION

Spring Break Camp (Regular Hours)

Drop-off 8:30am – 9:00am, Pick-up 3:30pm – 4:00pm

Extended Care, *an add-on for additional care hours*

Drop-off 7:00am – 9:00am, Pick-up 3:30pm – 5:30pm

Parents/guardians are not permitted to visit during the camp day.

CAMP SCHEDULE

Days	Dates
Monday - Friday	3/25-3/29

CAMP AGE GROUPS

Age groups are determined by the grade a camper will be going into the upcoming fall according to the Post Falls School District age requirements for each grade. You will see these age groups mentioned throughout the Parent Handbook. *We do not move campers up or down age groups. No exceptions.*

Explorers: Grade K, **Adventurers:** Grades 1-2, **Voyagers:** Grades 3-4, **Navigators:** Grades 5-6

COMMUNICATIONS

Pre-Camp Communication:

- Email parents/guardians & staff informing them of the most updated Parent Handbook

Weekly Communication:

On the Friday before camp starts, we will send an email to the email address associated with the registered camper's account containing the following items about the upcoming week of camp:

- A general Camp schedule
- Any pertinent policy updates
- Reminders

Emergency & Schedule Change Communications:

All urgent messages including but not limited to emergencies, location changes, time changes, and more will be sent out via email and phone call based on the information in your child's DaySmart account. **Please ensure the email address and cell phone number associated with your camper's account is current in our system.**

Link: <https://apps.daysmartrecreation.com/dash/x/#/online/postfalls/login>

Please feel free to contact the Recreation Office at (208) 773-0539 during business hours or email us at recreation@postfalls.gov with any concerns, suggestions, or comments regarding the program.

ILLNESS, INJURIES, & EMERGENCIES

Participants diagnosed with a communicable disease (including COVID-19), infection, rash, or head lice must present a doctor's release before returning to camp.

We **REQUIRE** 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 any of the following symptoms outside of the ordinary (not including allergies or other known medical conditions) for 24 hours:

- Any contagious disease such as COVID-19, strep throat, pink eye, chicken pox, etc.
- Fever over 100.4F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting
- Rash/open sores
- Diarrhea

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 Camp Leadership or Recreation Supervisor
- c) stay with your child until a parent or guardian arrives

In case of an emergency, contact the Parks and Recreation office at (208) 773-0539 and a message will be passed on to through camp leadership your child. **CAMPERS MAY NOT USE CELL PHONES OR SMART WATCHES AT CAMP.**

REGISTRATION

Registration Options:

Online: <https://www.postfalls.gov/camp/>

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

Registration Deadline: March 20

REGISTRATION FEE

Camp Ka-Mee-Lin Weekly Registration Fees	
Camp	Fee
Spring Break Day Camp (K-6)	\$190 per week \$50 for Extended Care Add-On

For up-to-date information, inquire at Post Falls City Hall or visit: www.postfalls.gov/camp

WITHDRAWALS & REFUNDS

Due to administrative costs involved, a 50% refund will be issued if the participant withdraws at-least 11 business days prior to the start of the registered camp session. No refund will be issued for a withdrawal of less than 11 business days prior to the start of the registered camp session.

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

You do not need to notify camp of absences, only late arrival/early pick-up. ***There are no credits or refunds given for days missed.*** If a camper in a group gets sick, parents/guardians can contact Camp Leadership or the Post Falls Parks and Recreation office to request a pro-rated refund.

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. For further details, qualifying criteria, and the scholarship application, please call (208) 773-0539 or visit Post Falls City Hall.

MEALS

Meals are not provided during our Camps. Send your camper with a lunch every day, we do not have access to refrigerators or microwaves at camp

FIELD TRIPS

If Winter or Spring Break Camp go on a field trip, we will leave at 9:30AM and be back by 3:30pm.

DROP-OFF & PICK-UP PROCEDURES

All campers must be dropped off and picked up at Ponderosa Elementary (see address on page 3). Campers must be signed in and out by an authorized adult. Campers 12 and older may sign themselves in and out when biking/walking to and from camp with a waiver. These campers cannot sign in or out other siblings or campers. A waiver must be submitted by a parent/guardian prior to a camper being allowed to sign themselves in or out. The City of Post Falls is not liable for campers prior to signing themselves in and after signing themselves out. **Camp must be notified of any late arrivals & early pick-up.** Contact City Hall at (208) 773-0539 or dbugenhagen@postfalls.gov.

Camp Ka-Mee-Lin will be using information in your child's DaySmart account for sign-in and sign-out. We require all parents to update their authorized adults on their Day Smart account. **You will need to make sure authorized adults 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. ***Authorized adults are required to bring a picture I.D. every day for pick-up.**

Drop-off:

When you drop your child off, walk your child to the sign-in table (located in the gym) 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, except for those 12 and older with approval in their registration.** Staff is not responsible for children until they are signed in or after they are signed out.

Pick-Up:

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 except for those 12 and older with an approved waiver. Staff is not responsible for children until they are signed in or after they are signed out.

LATE PICK-UP & FEES

It is expected that your child is picked up prior to Camp closing at 5:30pm. If you know ahead of time that you will be late picking up your child, please call the City Hall at (208) 773-0539 and let them know. If you are late, 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.

PACKING LIST

Personal items should be left at home as they can get lost, stolen, or damaged. Items listed in the “What NOT to bring” sections will be confiscated and only released to the parent or guardian at sign-out. Certain exceptions will be made on weeks where we allow trading cards on Friday mornings, at parents’ discretion.

The City of Post Falls is not responsible for any lost, stolen, or damaged items.

Please label all clothing and personal belongings!

What to bring		What NOT to bring	
<ul style="list-style-type: none">• Closed toe gym shoes (non-skid)• Backpack• A reusable water bottle	<ul style="list-style-type: none">• Lunch• Weather appropriate clothing (we will go outside)	<ul style="list-style-type: none">• Electronic devices – <i><u>no cell phones, tablets, or smart watches!</u></i>• Money• Toys	<ul style="list-style-type: none">• Jewelry• Gum or candy• Pocket knives• Soda

CELL PHONES, TABLETS, SMART WATCHES

Cell phones, tablets, and smart watches are not allowed at camp. Phones, tablets, and smart watches will be confiscated and given to parents at the end of the day. Reasonable accommodations must be pre-approved by the Recreation Supervisor or Camp Director in accordance with ADA policies.

LOST & FOUND

Our lost and found table is placed at sign-in. All lost and found items will be donated at the conclusion of the week.

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 on the Camp website <https://www.postfalls.gov/camp/>.

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/DIETARY RESTRICTIONS

If a child has special dietary needs due to medication, allergies, illness, or special circumstances, ***you must note this on his/her registration.*** 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. Campers are not to share food with others while at camp.

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. Groups will be separated as much as possible. In the case of an evacuation, campers will walk or be shuttled to Kiwanis Park. Notice of change will be sent out through email and phone call if we move off-site. **Please ensure the email address and cell phone number associated with your camper’s account is current in our system.**

Link: <https://apps.daysmartrecreation.com/dash/x/#/online/postfalls/login>

NON-DISCRIMINATION (ALL CAMPS)

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

Please review this document with your camper.

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 camper.

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

All campers are entitled to a pleasant and harmonious environment at Camp. The program cannot serve campers who display chronic or severe disruptive behavior.

Campers exhibiting the following behaviors may not be a good fit for our camp program which may result in dismissal from Camp:

- Requires constant 1-on-1 attention from staff
 - Campers may attend with a Behavioral Aide as a reasonable accommodation
- 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
- Includes use or possession of illegal drugs, alcohol, tobacco, weapons, incendiaries, matches or explosives, including threats or claims to have weapons

If a camper becomes a serious behavior challenge to staff, the Camp Director will notify the primary account holder of the situation and discuss a resolution. If improvement does not occur or a resolution cannot be determined, the camper may be dismissed from the program.

Continues on next page.

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 Camp Discipline Policy, please contact David Bugenhagen at dbugenhagen@postfalls.gov.

Agreement

By registering for a Camp Ka-Mee-Lin camp you agree to go over this document with your camper and understand that he/she/they will receive appropriate disciplinary action should he/she/they breach the above listed policies.