



2022

Parent Information Packet

Tax ID Number: 81-6001281

Camp Woodland Location:

Woodland Park Camp Center

1 Woodland Park Loop

Camp Phone Number: 758-7975

IMPORTANT

- Please review the Parent Information Packet and the Credit & Refund Policy.
- Rollover/credit days are limited to **five days** throughout the Summer Day Camp program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00am the day of the absence. If rollover days are not used by August 19, 2022, you will lose them, no credit certificates or refunds will be given.

Campers must be accompanied by an adult at check-in.

Campers must be checked in to camp by 9:00am or your child will be unable to attend unless previously approved.

REGISTRATION AND PAYMENT:

- **Camp Woodland is for participants ages 5 to 13. All campers must have completed Kindergarten.**
- **Cost to attend camp is \$27/day (in-city resident) or \$32/day (out-of-city resident).**
- **Registration for Camp Woodland will open at 8:00am on Monday, April 18.** A fillable registration form is provided on our website starting on April 18th. This allows you the option to email your completed form OR to print off your form and mail or bring it in to our office 306 1st Ave. East.
- **You are not officially registered until we have received your completed registration form AND have received your payment in-full. It is your responsibility to reach out with payment.**
- The office will accept over-the-phone credit/debit payments only if we have received your completed registration form.
- Kalispell Parks and Recreation's office hours are Monday - Friday, 8:00am to 5:00pm.
- We allow for an allotted number of children registered per day to keep adequate child to staff ratios. If you call requesting a particular day that is already full, your child(ren) will not be able to attend that day.
- **Payments are not accepted at the Woodland Park Camp Center.**
- **Please call 758-7975 with any registration/payment questions.**

Due to the staffing shortage in the Flathead Valley, we will be capping initial enrollment to 100 kids per day for Camp Woodland Summer Day Camp. *If* we can hire enough staff, we will increase enrollment to 120 kids per day. That said, if we are unable to hire enough staff as necessary to run our program safely and meet state standards for ratios, we will be forced to decrease the number of participants that can attend each day. If this is the case, we will refund and reduce participation based on date and time registrations were paid. As we receive payment for registration, we will be date and time stamping each registration and priority will be given to those who registered and *paid* first. If we must reduce participation, we will notify you as soon as possible and will receive a full refund if this applies to you. Safety is our number one priority for our programs and participants, and we need to ensure that adequate staff to child ratios are present. Thank you for your understanding.

GENERAL ILLNESS POLICY:

Please keep your child home when the following symptoms are present:

- Temperature of 100 degrees F or greater within the past 24 hours.
- Vomiting or diarrhea occurring within the past 24 hours.
- Strep infections of any kind, ringworm, conjunctivitis or impetigo.
- Rash of unknown origin-this may indicate many different things and should be checked by your pediatrician.
- Pain should be taken seriously, especially in young children. Earaches, toothaches, and headaches should be evaluated.
- Untreated lice infestation.

If a child becomes ill or is suspected of having a communicable disease while at camp, the parent shall be notified. The parent is responsible for arranging to have the child taken home.

A child can return to camp (at the program's discretion) if the following conditions are met:

- the child shows no symptoms of illness.
- the child has been free of fever, vomiting, or diarrhea for 24 hours.
- the child has been on antibiotics for at least 24 hours for bacterial infections.

The parent or guardian may also provide the Camp Coordinator with a signed certification of health from a licensed physician.

COVID INFO:

The safety and health of participants and staff is always a high priority for us at Camp Woodland Summer Day Camp. Understanding that state, county, and other local directives and guidelines may continue to change due increasing/decreasing cases and new findings, more information regarding camp policies and procedures will be sent out as needed.

CHECK IN:

- Check in is between 7:30-9:00 am
- **For the safety of campers, they must be accompanied by parent/ guardian for check in.**
- Check-in at Woodland Park Center (1 Woodland Park Loop) Front Desk
- **Unaccompanied campers at check in will be watched in the office until proper check in procedure is completed.**
- ON FIELD-TRIP DAYS, **ALL** campers must be checked in to camp by **9:00am** or your child will be turned away unless previously approved.

CHECK OUT/CLOSING TIME:

- Check out, unless previously arranged, is between **4:00pm and 5:30pm.**
- If you wish to pick up your child earlier than 4:00pm, you must notify the Camp Coordinator at drop off before 9:00am. The Camp Coordinator may not be able to grant all requests due to schedule constraints.
- For the safety and security of campers, those adults designated for pick up are required to personally check-out camper **with a photo ID** and sign initials on daily roster.
- **Summer Day Camp closes at 5:30pm.** An overtime fee of \$1.00 per minute per child may be applied and campers may be removed from Camp Woodland if three or more late incidents occur.

FIELD TRIPS/SPECIAL EVENTS:

The field trip schedule will be posted on our website once completed. Field trip days will take place on Wednesdays and occasionally Fridays. Special events at Woodland Park will be scheduled for some Fridays.

WEATHER:

Camp will run rain or shine.

- Activities will be adjusted for the weather. **HOWEVER**, please ensure your child is dressed appropriately before checking your child in for the day.
- Camp Woodland staff call for regular sunscreen breaks when campers are in the direct sun. All campers are encouraged to stop and reapply during these breaks, regardless of whether they just recently applied.
- Before arriving at camp please assure your camper has learned sunscreen application skills
- For campers using spray sunscreen, please advise them to care to protect their face and especially their eyes (we typically suggest spraying into palms, then dab on face).
- Each camper should arrive daily, having already applied a morning application of sunscreen.
- ***You will be contacted if Camp is needing to be cancelled due to hazardous air (wildfire smoke, etc.)***

WOODLAND WATER PARK:

- Weather permitting or unless otherwise notified, Day Camp participants may swim several days each week at **Woodland Water Park.**
- Please be sure your child is prepared with a swimsuit, sunscreen, towel and life vest if needed. If your child does not want to swim, they will be required to stay in the shaded concrete area until swim time is over.

- **SWIMMING LESSONS: Swim lesson registration will open June 4 at the Woodland Water Park.**

For questions prior to June 4, please call or email Mark Freidline at 758-7717 or mfreidline@kalispell.com.

Classes are offered at the Woodland Water Park. The only option for Summer Day Camp participants if being brought by Camp Woodland staff is the **5:00pm-5:35pm class** because we will check them out of summer camp and deliver them to swim lessons. Parents will then need to pick their child up at the pool after their lesson. You must notify staff during check in if your child will be attending swim lessons at the end of the day.

CONCESSIONS AT POOL & FIELD TRIP VENUES:

The Woodland Water Park and some field trip destinations offer concession stands and gift shops. Campers are allowed (*not required*) to bring \$5-\$10 on field trip days to spend at the venues. Campers, however, will be responsible for their money as staff is not allowed to store or manage it for them. Please advise your camper they're not to purchase items for other campers.

REQUIRED TO BRING TO CAMP:

Label all items with child's first and last name in a *Labeled* **BACKPACK WITH:**

- *Labeled* **CLOSED TOE SHOES**
- *Labeled* **LIGHT JACKET & DRESSED FOR WEATHER**
- *Labeled* **WATER BOTTLE**
- *Labeled* **(2) TWO SNACKS**
- *Labeled* **WATERPOOF SUNSCREEN** (*Spray-screen may be easier to apply but often gets in eyes.*)
- *Labeled* **SWIMWEAR**
- *Labeled* **TOWEL**
- *Labeled* **LUNCH** (*If not choosing the Free Summer Food Program provided by Kalispell Public Schools*)

PLEASE LEAVE THESE ITEMS AT HOME:

- All toys including trading cards
- Cell phones and smart watches
- Electronics
- Weapons

Prohibited item will be collected and held at the Camp office to return to parents at check out.

(If you need to contact your child, call the Camp at 758-7813)

LOST & FOUND:

Lost and found is located at the front office on the shelves behind the front desk. Clothing is folded and sorted by colors. We typically have 2 or 3 shelves of water bottles, flasks, trinkets, toys, shoes, lunch boxes, swim clothes, etc. Please take time to weekly check the shelves for any lost items.

ALLERGIES/MEDICATIONS

Summer Day Camp staff are not permitted to physically give your child medication. This includes prescriptions, over the counter medicine (ex: Benadryl, Aspirin, etc.) and also includes epi-pens and insulin injections. A waiver from a guardian or parent is not acceptable due to city policies. Please make sure the Camp Coordinator is aware if your child has an epi-pen in their backpack.

CAMPERS CODE OF CONDUCT:

All Campers are expected to follow the Campers Code of Conduct. Camp Woodland emphasizes the core values of honesty, caring, respect, and responsibility. Children who attend camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

As a camper I will:

- Listen carefully when staff is speaking and follow their directions
- Keep my hands to myself and be respectful to others
- Be enthusiastic, thoughtful, open-minded & involved in all activities
- Be honest and responsible for my actions
- Respect and care for myself and those around me
- Treat others as I would like to be treated
- Respect all equipment, facilities, and environment

DISCIPLINE POLICY:

Camp Woodland staff assist children in developing appropriate behavior and interactions in a variety of positive and affirming actions. At times, however, it becomes necessary to take disciplinary steps for actions contrary to rules and expectations. The camper may have a consequence that could include, but is not limited to, time-out to refocus, restoration through apologies or cleaning up, loss of privileges or suspension from camp.

1. Verbal warnings and counseling

Three verbal warnings for minor conduct infractions will be given, providing camper an opportunity to correct the problem including guidance on how to meet the expectations and any necessary restoration.

2. Time Out to Refocus

- As determined by a Coordinator or counselor, the camper has an opportunity to slow down, refocus, provide restoration, and get back to participating.
- Camper reflects quietly on the incident, in a supervised designated location for 5 to 13 minutes based on one minute per age of child (7 min for a 7-year-old.)
- Camper will provide restoration for any harm to individual(s) or property as Staff provides guidance on how to meet the expectations.
- After determining the camper's understanding of and resolve towards correcting the behavior, the camper returns to the group.
- Time outs will be documented, and parents notified about the situation by the end of the day.

3. Suspension

If the camper has accumulated 3 time outs, parents will be given a warning notice for suspension. If behavior continues an additional time out will be given and, the camper will be sent home.

When a child is suspended for the first time, he/she may come back to Day Camp the same week if approved by the Recreation Programmer. If a child is suspended a **second time**, he/she will not be allowed back at Day Camp for a week (5 consecutive camp days). The **third time** a child is suspended, he/she will not be able to return to the Day Camp Program for the remainder of the summer. Any registration fees paid for days missed because of being sent home and/or suspended from the Day Camp Program will not be refunded.

Students may also be suspended for infractions of a severe nature or if they habitually exhibit any of the following:

- Leaving the program area without permission, running, or hiding from camp staff
- A disrespectful attitude toward staff, other children, or Camp property

- Not being involved as a positive member of the Summer Day Camp
- Refusing to follow staff instructions
- Breaking established Camp expectations or refusing to follow behavior guidelines
- Behaviors that endanger the health and safety of others (i.e. Bullying)
- Stealing, property damage, lewd behavior and conversation
- Continuous disruption of the program with consistent disrespect.

DAY CAMP CREDIT & REFUND POLICY:

1. Rollover/credit days are limited to five days throughout Summer Day Camp program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00am the day of the absence and must be used on your child(ren) only. If rollover/credit days are not used by **August 19, 2022 at 9:00am** you will lose them, no credit certificates or refunds will be given.
2. **May 27th, 2022 at 5:00pm** is the last day to move dates without using your 5 roll over days.
3. **May 27, 2022 at 5:00 pm** is the deadline to request a full refund minus a \$10 administration fee or a full credit certificate can be issued with a one-year expiration date.
4. There is a **two-week deadline** from the first day your child(ren) participates to pull your child(ren) from the remainder of the program to be eligible for a 50% refund minus a \$10 administration fee. Amounts of \$20 or less will be issued a credit certificate with a one-year expiration date.
5. Refunds due to emergencies will be given. The office must be notified by 9:00am on the first missed day. Emergencies such as a major medical injury accompanied by a doctor’s note or a death in the family will qualify as an emergency. In order to receive a refund for an emergency, the office must receive written documentation/verification within 7 days of the emergency.
6. If Summer Day Camp is cancelled by the Recreation Department 100% refund/credit will be given.
7. No refunds/credits or prorating will be given for leaving early or coming late.
8. Credit card refunds will be made only to the same card used for the original transaction minus a \$10 administration fee.
9. A customer can receive a full amount credit certificate if they have met the policies above to avoid a \$10 administration fee on a refund made via credit card or check. These certificates are valid for one year and can be used on any of our programs. A credit certificate must accompany a registration form to be valid.

THEMES:

Week One	<i>June 13 – June 17</i>	Hollywoodland
Week Two	<i>June 20 – June 24</i>	Jurassic Woodland
Week Three	<i>June 27 – July 1</i>	Construction Camp
Week Four	<i>July 4 – July 8</i>	Heroes In Training
Week Five	<i>July 11 – July 15</i>	Woodland’s Wide World of Sports
Week Six	<i>July 18 – July 22</i>	Full STEAM Ahead
Week Seven	<i>July 25 – July 29</i>	Time Travel
Week Eight	<i>August 1 – August 5</i>	Spy Institute
Week Nine	<i>August 8 – August 12</i>	Neptune’s Water Games
Week Ten	<i>August 15 – August 19</i>	Carnival Week