



## School Age Summer Camp Handbook

Hello! We are so excited for your child to be joining us for camp this summer. Whether your child will be with us for one week or all summer, please read the critical information below to help their time with us run smoothly. If you have any questions or concerns, please feel free to reach out.

### **Daily Schedule**

Campers are welcome to arrive for a free and flexible drop off any time 7:30-8:30 when parents will sign them in and say goodbye. If you need to turn in paperwork, check in with a teacher, or have extra support for your child during separation, please plan to arrive no later than 8:00 so we can support you.

At 8:30 campers will come together to sing our way into the morning and do a bit of planning for our day which will be a mix of engaging theme work and exciting free play activities that allow children the freedom to “pick their own adventure” of summer fun. We will provide a morning snack for all children around 9am, and will break for lunch around noon. After lunch children will be reminded to reapply sunscreen and refill water bottles before we get back to our work. We will have a closing circle around 2:00 where we share and reflect and each child will get to vote for which child they noticed being especially kind that day. Throughout the week there will be many opportunities for walking field trips in the neighborhood, and we will always leave a note in the sign in area any time we leave campus.

Those not attending aftercare will be picked up between 2:30 and 3:00. Aftercare begins promptly at 3:00 and ends at 5:00. We will provide a healthy snack at 3 for anyone staying for aftercare.

### **Things to Bring**

Each day your child needs to bring a bag/backpack with the following items:

1. **A full water bottle**
2. **A healthy lunch**
3. **Sunscreen** they can self apply
4. **A full change of clothes**
5. **Any weather gear they may need**- hoodie for chilly mornings, sun hat, etc

We strongly recommend leaving all toys, jewelry, art materials and other personal items at home as they often get lost, broken, or otherwise cause a disturbance during camps.

### **Summer Weather, Heat and Smoke**

Summer days are glorious here and the combination of lush shade and a breeze off the creek creates a play space cool enough for even the hottest days. As temperatures rise we will encourage children to play in the shade, drink lots of water, and keep cool by engaging in water play or using a cooling towel. Our buildings do not have AC and going inside to “cool off” isn’t an option we have. If you feel the temperature is too extreme for your child, you are always welcome to pick them up early.

During wildfire season our air quality can be dramatically impacted. If the AQ is 150-200 (red) we will be open for a half day only (7:30-12:30), with pick up being directly after lunch. If the AQ is above 200 (purple or maroon) we will be closed. If, due to wildfires in the area, the school is in a Level 1 evacuation status we will remain open but alert and will close immediately if we move to a Level 2 evacuation status. If the evacuation status jumps suddenly to a Level 3 while children are in care we will evacuate with them following our emergency plan detailed in a later heading.

We will send an email with any closure information as needed.

### **Wild Pear Campus**

Any time you are here, you are welcome to park in our small lot, in two side by side driveways, or on our side of the street. (The neighbor across the street can get a little fussy about people parking in front of his house and it's important to us to keep a good relationship with him). You can also park in the church parking lot.

We have 3 large fenced play yards on campus:

- The “**Lower Yard**” which is to the right of the blue house (9411), and can be accessed from the gate at the small parking lot, or by walking down and around behind the blue house after entering from the gate on the right at the end of the driveways.

- The “**Sprouts Yard**” which is directly behind white house (9433) and can be accessed through the left gate at the end of the driveways, and

- The “**School Age Yard**” which is behind the sprouts yard has an entrance that is near the teal garage which can be accessed by walking straight back after entering from the gate on the right at the end of the driveways, or by walking up and around after entering from the gate at the parking lot.

Please help us protect the plants and wildlife on the property by staying on the paths (graveled/barkchipped/paved spaces) while outside these play yards. Because areas outside the play yards are less maintained, we often have insects and plants living there which may not be ideal for children to wander into. There are also 2 sets of outside stairs between the upper and lower yard of the preschool that are not maintained, not licensed, and thus not available for families to use. Instead, please walk on the gravel path or the right of way in front of the house near the street. In order to secure the safety and well being of the children while on site, no children under age 5 are allowed to move around the campus without being directly

accompanied by an adult. This includes going between sites, going inside to use the bathroom, or walking to their car. Also, please never leave a child under age 5 in your car, even if you're nearby and just need to snag a sibling real quick. You are welcome to let yourself in the gates and doors as needed anytime your child is scheduled to be there.

We know it's tempting to stick around and play or chat with friends after pick up, however, to remain in accordance with our liability insurance, families need to leave campus after picking up their children and cannot stay and play in unoccupied play yards, in parking lots/driveways, or other parts of campus.

### **Pick up/Drop off**

Each morning between 7:30 and 8:30 a teacher will be waiting for you inside one of our play yards. Please make sure you both sign your child in on the attendance sheet and make sure a teacher knows you are passing off your child (this can be done simply with eye contact and a wave, or by conversation, greeting, fancy handshake, etc). Morning drop offs will almost always be in the Lower Yard.

Please plan to pick up your child between 2:30 and 3:00. Most likely younger children (K-1st) will be in the Lower Yard and older children (2nd-5th) will be in the School Age Yard. It's so important for us to make sure children are safe and connected to their grown ups at the end of the day. So similar to drop off, you will need to both sign your child out and make sure a teacher knows you are leaving with your child. Children will only be released to custodial parents and/or legal guardians unless you specify otherwise on the sign in sheet for the day. In order to give families more flexibility during emergencies or unexpected circumstances, we also allow parents to call or text us if an emergency last minute authorization is needed. If your child is not picked up on time, you will be charged \$1.00 for every minute past 3:00/5:00 that your child remains in care. That time will be based on the teacher's clock. You will need to pay the fee before your child can attend camp the following day.

### **Communication During the day**

Texting is the most convenient way for us to touch base with you during camp. Please text the directors (Jeannie 503-559-7401 and Susan 503-551-3168) on a joint thread. For longer messages, email is a great choice. We regularly send out group emails that will have information that is critical for all families to know, please make sure emails from us aren't headed to your spam file.

### **Behavior expectations**

In general, we are expecting school age campers to be willing and able to take care of their own basic needs including eating and drinking, using the toilet, changing their clothes/layering, applying sunscreen, and keeping track of their personal belongings. If you think your child may need some extra support with something, please let us know so we can make sure to have a plan in place to help them be successful!

Campers will be well supervised while they are with us, and at the same time they will have lots of creative freedom and physical space. Because of this, we count on campers to communicate with staff about any small injury, illness, or social/emotional experiences they may need our support with. While children will have quite a bit of flexibility to choose the path their day will take, however, there will be times when they are required to transition with the group in order to remain well supervised, including being nearby during meals, group meetings, or participating in walking field trips.

At Wild Pear we work hard to create safe and inclusive environments where children, families and staff are treated with dignity and respect. We recognize that being a human, especially a young one, comes with all kinds of feelings and needs, and our goal is to meet folks where they are and support them gently through the ups and downs of experiencing life together. Unfortunately, due to programmatic and monetary restraints, we can't always meet the needs of every child, and we don't have the resources to provide one on one care, or contained safe spaces for children to process and move through overwhelming feelings and severe dysregulation. If you are concerned about your child's specific mental, social, or emotional needs being met, please let us know right away as we will need to have a plan in place before your child can attend camp.

We expect all children and adults to treat each other in a safe and respectful manner at all times while at camp. This means no violence or threats of violence, no hate speech or name calling, and a demonstrated willingness to follow teacher directions and resolve conflict through respectful communication. Children who are struggling with this will be asked to take some developmentally appropriate space to re-regulate. Depending on the severity of the situation and our capacity to support your child's needs at the time, we may contact you and/or ask you to come pick up your child. If your child demonstrates a pattern of concerning behavior, we may schedule a collaboration meeting with you to try and find workable solutions to keep your child enrolled in camp. If no successful solution can be found, we may need to unenroll your child for the remainder of camp.

### **Health Policy**

If your child has any allergies, health concerns, special needs, or other conditions we need to be aware of, we need you to email us right away so we can determine if we can have a plan and required staffing in place to support your child while they are at camp. Children with allergies, health concerns, special needs, etc cannot be at camp until they have an approved plan of care/accommodation.

Health and safety is a priority at Wild Pear Preschool and all of our staff are trained in pediatric first aid and CPR. We will be playing hard outside all summer and will encourage children to run, jump, climb, build, and use a variety of child appropriate tools which may mean that your child will obtain small cuts and scrapes, bumps or bruises while in our care. In this case, we will encourage your child to wash the area with soap and water and will offer a bandaid with or without bactine. We can also offer ice packs and/or cold towels. In the case of a more serious

injury, the child complaining of increasing discomfort after injury, or if they are unable to participate in our regular activities we will contact you right away.

We do require all children to be up to date on their required vaccinations and have their COVID vaccine. If your child is sick they should stay home. Children who develop a cough, runny nose, sneezing, headache or sore throat must have a negative COVID test before returning to camp. Masking to avoid spreading the illness to others is encouraged but not required. If your child tests positive for COVID, they must remain out of camp for days 1-5 and can be at camp wearing a mask for days 6-10. Children who are exposed to COVID (including positive household members) can continue coming to camp as long as they are testing negative, do not develop symptoms and are properly wearing a mask.

Children with a fever, vomiting, diarrhea, or an unexplained rash must stay home until they have been symptom free for a full 24 hours WITHOUT the use of medications.

### **Medication Policy**

WPP does not administer prescribed or over the counter medication, with the exception of rescue medication (inhalers, epi pens, benadryl, etc). We also do not allow children to self administer medications, and it is important that NO medications, other than rescue medications, come to camp with your child. Parents are more than welcome to come by and administer any medication needed throughout the day.

If your child has a prescribed rescue medication, please contact us right away. We need to have a plan in place, which includes a signed form from your child's doctor, before your child is able to attend camp. Any rescue medication that comes to camp needs to be given to a teacher and kept in the first aid backpack. Let us know if you'd like us to consider an exception for an older child whose doctors have allowed them to self carry and self administer rescue meds.

### **Plan for Meeting Potential Emergencies**

We will be alert to emergency warnings, and will follow the instructions of law enforcement and other designated authorities. We will use our training along with our best judgment to assess the situation and make the choices needed to keep ourselves and the children in our care safe and healthy until they can be reunited with their parents. In the event of any disaster/emergency, we will first contact emergency services and second we will call and text all custodial parents. If phones are not working we will send emails and post updates on facebook. In the event of a medical emergency: A medical emergency is an event where one or more children need urgent medical care from a hospital. We will first contact emergency services, perform first aid/CPR on the child having the emergency and ensure the safety of the other children in care. As soon as we are able we will call the child's parents and notify them of the emergency. We will ensure that either a teacher or a parent remain with the child at all times, including if the child needs to be transported to the hospital. The other teachers will remain with the group of children, keeping them safe and calm. In the event of a shelter in place emergency: These are events that make it safer to remain sheltered inside than to be outside or evacuate and may include severe storms, dangerous person threat, chemical/radiation exposure, power outage, and earthquakes. All

parents will be notified. Teachers will remain with students on site until they are picked up by a parent or authorized adult. Teachers will have access to attendance records, emergency paperwork, rescue medication, a first aid kit, and an emergency kit that includes food and water, temporary toilet, child activities, and other emergency supplies. We will shelter in place upstairs in the main classroom, unless it is safer to be in the basement. In the event of an evacuation: These are events that make it safer to leave the main school building and may include flood, fire, gas leak, dangerous person threat, chemical/radiation exposure, and earthquakes. All parents will be notified. We will bring the first aid kit, attendance records, and emergency kit with us. If the evacuation is short term, the entire group will move out to the studio and/or the green house. We will remain there until it is safe to re-enter the building and/or the children are picked up by their parents. If the evacuation is long term, we will post a note on the door explaining where we have evacuated to. We will walk to the Milwaukie City Planning Building 32 (6101 SE Johnson Creek Blvd, Portland, OR 97206) or the Wichita Center (6031 SE King Rd, Milwaukie, OR 97222) If we need to urgently evacuate from the wider area we will load our emergency supplies and all children into our personal vehicles and drive to a shelter designated for the emergency where we will contact parents and remain with the children until they are all reunited with their parents or authorized pick-up people. In the event of an earthquake: We will drop and take cover until the shaking stops and it is safe to move. We will then follow the evacuation procedure. In the event of a lock down: This is an escalated dangerous person threat whereby we believe the children are in direct danger. All parents will be notified. One teacher will move all children inside the school, turn off the lights, and close the windows. The other teacher will lock all the doors and windows and get the first aid kit, attendance book, and emergency kit before joining the group.

### **Mandated Reporting**

All teachers and directors are legally required to report concerns of child abuse and neglect. This includes children under age 5 being left alone in a car for any reason.

### **File a Complaint**

We are licensed as a Certified Family Child Care and we abide by the applicable Oregon State Rules and Regulations. We have a copy of the rules on hand if you'd like to review it. You can also find them online via a link to the Oregon Early Learning Website on the Resource page of our website. If you have a question, complaint or a problem we would love to have a discussion with you. If you do not feel comfortable with that and feel that it is serious, you may make an official complaint to the Office of Child Care's Central Office at 1-800-556-6616. You will speak to a compliance specialist who will take your information and refer it to a local child care licensing specialist to follow up on. You may also check our program's complaint and compliance history by following a link listed in the resource page of our website.