



Parent Handbook Camp Albany

Welcome!

Albany Parks & Recreation staff are so excited to provide a week of summer fun for your child. This information is provided to our day camp families to ensure that you know what to expect and to set up our staff, kids, and parents/guardians for success during the week. Please read this packet carefully and bookmark or keep a copy for the duration of your child’s participation in day camps.

Contact Information

Junior Explorers Staff, Main		541-223-2825
Little Explorers Staff, Main		541-248-0044
Albany Parks & Recreation; Admin		541-917-7777
Allison Bradner; Recreation Coordinator	allison.bradner@albanyoregon.gov	541-791-0132

For communication during the summer regarding camper drop-off, pick-up, behavior, etc., contact camp staff on the Junior or Little Explorers line. For questions or issues regarding registration, contact the Parks & Recreation Department or Allison Bradner.

Location & Schedule

Activity schedules vary and are subject to change.

Junior Explorers Ages 7-11 Monday-Friday

Periwinkle Elementary School; 2196 21st Ave. SE

Check-in; Periwinkle Elementary.....8:30-8:45 a.m.

Check-out; Periwinkle Elementary.....3:15-3:30 p.m.

Little Explorers Ages 4-6 Monday-Wednesday

Maple Lawn; 1950 Salem Ave. SE

Check-in; Maple Lawn.....8:30-8:45 a.m.

Check-out; Maple Lawn.....3:15-3:30 p.m.

Camp facilities will remain locked during the day. Staff will not be available to open the doors or check your child in before 8:30 a.m. Doors will not open for check-out until 3:15 p.m. Please notify a staff person if your child needs to leave before 3:15 p.m. on any day.

Drop-off & Pick-up

All camp participants must be signed in by an adult each day.

All camp participants must be picked up *and signed out* by 3:30 p.m. each day. If any adult who is not listed on your child's registration as a parent, guardian, or emergency contact will be picking them up from camp, notify camp staff and provide the adult's full name and phone number. Staff may request to see photo I.D. of any person picking up a child. If you will be late picking up your child, please notify Camp Albany staff if you can do so safely.

Check-in begins at 8:30 a.m. every morning. Staff will open the gate at 8:30 a.m. Once the gate has been opened that means staff are ready to check-in your kiddos and you can feel free to enter the outside camp space. Before 8:30 a.m. please either remain in your vehicle or line up outside the gate to give our camp staff time to finish all their morning prep duties.

Check-in lasts until 8:45 a.m. This means staff will remain at the check-in tables until 8:45 a.m. If you need to drop off your child after 8:45 a.m., please call the camp phone to inform staff of the late drop-off so they can be prepared to let you in.

Check-out begins at 3:15 p.m. and ends at 3:30 p.m. Similarly to check-in, when staff open the gate at 3:15 p.m. you can then feel free to enter the outside camp space to pick up your child. If the gate is closed, please wait for a staff member to open the gate. If you need to pick up your child before 3:15 p.m. please call the camp phone and let staff know when to expect you.

Please do not enter through a closed gate if staff have not already opened it for check-in/check-out. We do our very best to make this a safe space for campers, and part of that is ensuring no one enters our space without staff approval.

Accidents & Injuries

Camp Albany utilizes a low staff to child ratio to provide the best supervision possible. Despite our team's best efforts, accidents and injuries do occur during recreation programs. Every effort will be made to inform you if your child has an accident or is injured during camp activities.

Activities

Camp Albany activities are primarily focused on fun. Each day includes a variety of staff-led, child-led, and free play activities. Weekly themes provide a focus for the week and are incorporated into activities as best and as often as we can manage. There may be activities that do not necessarily follow the theme. Our team values fun, social connection, and experiential learning, and we have developed a program that reflects those values. Our program schedule includes a variety of activity formats that we have found to be a good fit for most participants.

Allergies

If your child has allergies please make a note of it when registering and speak with Camp Albany staff and/or Allison Bradner on the best practices for keeping your child safe.

Attendance

Absences

If your plans have changed and you need to withdraw your child from camp, please notify us as soon as possible at 541-917-7777.

If your child will be absent for a full or partial day of camp, please notify Camp Albany staff in person or by phone. If you are calling outside of camp hours, leave a voicemail including the date, your child's name, and the duration of the absence.

No-shows

If your child is absent unexpectedly, we will attempt to contact you by phone. If we are unable to contact you by 3:30 p.m., we will contact waitlisted participants to fill your child's spot for the remainder of the week. On the last day of camp, if your child has not attended AND we have not received a call, voicemail, or e-mail explaining the absence, your child's registration will be cancelled for any future camps for which they are registered, and we will fill the space with a participant from the waitlist.

Behavior

Participants in Albany Parks & Recreation day camps are expected to follow staff instructions at all times to help us maintain a safe, positive, and fun environment. Your child may return home with prizes, rewards, or "shout-outs" that they have earned as rewards for great behavior. If challenging behaviors arise, camp staff will notify you in-person or by phone.

We reserve the right to suspend or dismiss a participant from Parks & Recreation programs if our staff is unable to meet the needs of the participant, the participant poses a threat to the safety of themselves, others, or staff, or the participant's behavior disrupts the activities of the group.

Communication

You may be contacted by phone or e-mail regarding your child's participation in camp. Please add parksandrecreation@parks.albanyoregon.gov and the appropriate phone numbers (page 1) to your contacts so that you will not miss important messages.

Feedback

Questions, concerns, and any other feedback about camp can be sent to Allison Bradner at allison.bradner@albanyoregon.gov.

Field Trips

Field trips vary from week to week and are subject to change. Some weeks may have a special guest instead of a field trip.

Campers should wear their camp shirts on field trip days, and they will be required to wear a wristband with the camp phone number on it to ensure safety.

Illness

Children who are experiencing illness must be free of symptoms for 24 hours before returning to camp. These symptoms include, but are not limited to:

- Fever
- Diarrhea
- Vomiting
- Sore throat
- Severe cough
- Difficulty breathing

Lunch & Snacks

Each child should bring a lunch and water bottle each day. Morning and afternoon snacks are provided. Refrigeration and heating may not be available for lunches, so food items should not require cooling or heating.

Medications

Participants are not permitted to possess medications of any kind while at camp, and Albany Parks & Recreation staff are unable to administer medications besides basic first aid. The only exceptions to these rules are albuterol inhalers and Epi-pens, which are to be stored in the participant's backpack while at camp.

Photo Policy

Participants may be photographed during camp activities. Camp photos may be used for public program promotion including activity brochures, fliers, banners, and social media posts. *Parents who do not wish for their child to be photographed must indicate their preference on their child's registration or notify Camp Albany counselors.*

Refund Policy

Our mission is to provide quality recreational experiences that are financially sustainable. Day camps must meet minimum enrollment to be offered. If Parks & Recreation cancels a camp for any reason, a full refund will be issued.

A participant can receive a full refund, less a \$5 processing fee if they notify Parks & Recreation five business days prior to the start of the class. After five days, a credit will be issued.

Valuables & Toys

Please keep all personal toys and valuable items at home. Albany Parks & Recreation is not responsible for lost or stolen items. Please write participant's name on personal belongings. Found personal items will be held at each camp location for two weeks after each camp before being donated.

Phones and emergency contact information will be available for your child to contact you in an emergency. If your child absolutely must have their cell phone while at camp, they will be required to keep it in their backpack and on silent. No personal cell phone use will be permitted during the

week, and phones may be confiscated by camp staff and returned to a parent or guardian at the end of the day.

What to Bring

Please send the following items with your child each day:

- Backpack
- Close toed shoes or sturdy, closed back sandals (no flip-flops)
- Full change of clothes
- Hat or sunglasses
- Lunch
- Water bottle
- Sunscreen
- Sweatshirt or jacket
- Field trip days: Camp Albany t-shirt