

# Tualatin Hills Nature Camp Handbook

## 2023- 2024 School Year

*Thank you for choosing us for your child's nature camp experience.  
Please read through this handbook and discuss it with your child so  
that you both have an understanding of camp policies.*

### **PROVIDE EMERGENCY CONTACT AND MEDICAL INFORMATION AS SOON AS POSSIBLE.**

This information must be provided at least two weeks before your child's first session of camp. We require updated information each year even if you have previously attended THPRD camps.

Please fill out your Emergency Contact and Medical Information form online through your THPRD registration account - **[www.thprd.org/portal](http://www.thprd.org/portal)**. Once logged into your account click on the red tab on the left-hand side of the page labeled "Emergency Contact & Medical Information". If you do not have access to the internet, please contact the Nature Center at 503-629-6350 to request a paper version of the form.

To review your child's camp registrations, visit your THPRD online account or call the Nature Center at 503-629-6350.



**Tualatin Hills Nature Center**  
15655 SW Millikan Way  
Beaverton, OR 97003  
503-629-6350 · [www.thprd.org](http://www.thprd.org)



# NATURE CAMP DESCRIPTIONS

## **Camp Wild Things (Ages 4-6)**

Build your child's sense of wonder about nature and invite them to explore wildlife and the world around them. Camp Wild Things meets at Tualatin Hills Nature Center.

Camp Hours: Monday-Friday, 9am - 12pm

## **Mini Nature Camp (Ages 6-9)**

These are half-day camps for young elementary age children filled with fun and adventure. Mini Nature Camp meets at the Tualatin Hills Nature Center.

Camp Hours: Monday-Friday, 1:00pm - 4:00pm

## **Wild Adventures Camp (Ages 6-9)**

Wild Adventures Camp is a full-day camp for elementary age children filled with discovery, fun and wild adventures. Wild Adventures Camp meets at Cooper Mountain Nature Park.

Camp Hours: Monday-Friday, 8:30am - 4pm

## **Nature Explorers Camp (Ages 7-10)**

A great camp for making new friends and having fun while discovering nature. Expand your knowledge of science, learn about plants and animals, hike 2-5 miles daily, and explore nature sites around our region. Nature Explorers Camp meets at the Tualatin Hills Nature Center.

Camp Hours: Monday-Friday, 8:00am – 5:00pm

# PHILOSOPHY OF PROGRAM

Tualatin Hills Park & Recreation District believes that children benefit from friendly and supportive interactions with other children and instructors. Our camps strive to provide a fun and educational environment where children can develop talents and recognize their importance both individually and within their community. Our program is designed to give children the opportunity to choose from a variety of activities including: social skills, physical play, creative endeavors, and free time.



## BE PREPARED FOR CAMP

Please label all of your child's clothing items, lunch boxes, water bottles, and any other items that are brought with their name. Be sure that all items that are brought to camp can get dirty.

### What to wear to camp:

- Comfortable, appropriate, and layered clothing to accommodate changing weather conditions.
- Outer layer for rain or cold (campers should be comfortable outside rain or shine).
- Solid shoes. No open-toed shoes, backless shoes, flip flops, or sandals.
- Sun hat and sunscreen, as well as insect repellent (our instructors cannot provide these.)

### What to bring to camp:

- Full-day campers need to bring a lunch, two snacks, and water. Half-day campers need to bring a snack and water. ***A full, reusable water bottle is required for each day's camp adventure.***
- For allergy and food safety reasons, please do not provide foods that contain nuts (peanuts or tree nuts), require refrigeration or heating and avoid glass containers.
- Sharing food is not permitted.
- We encourage use of low waste lunches with recyclable or reusable containers.
- A comfortable backpack to carry all of the above items.
- Optional but useful items include: magnifying lens, field guides, etc.

### Things NOT to bring to camp:

Please do not bring personal belongings and valuables. This includes electronics, cell phones, trading cards, stuffed animals, toys, and more. Over the years, we've seen a lot happen to these beloved items. To protect your things and create the best camp environment, these items are not allowed.

### Lost & Found

Found items will be held for two weeks and then donated to charity. Check the lost and found in the camp classroom or ask at the Nature Center front desk if searching for a missing item.



## ARRIVAL AT CAMP

Parents, guardians, or caregivers are to use a pre-designated drop-off and pick-up location identified for your child's camp. You will receive a detailed email with this information and other important paperwork. Children must be escorted to camp by a parent, guardian, or caregiver, and be received by a THPRD staff member. A THPRD staff person shall check the child into camp on a daily basis provided at the designated point. A THPRD staff member will assume custody of the camper and escort them to their program/staging area.

### **If your child isn't feeling well:**

Please notify camp staff if your child will be staying home or missing a day of camp by calling the Nature Center at 503-629-6350. If your camper experiences any illness, please work with staff on their return to camp plan.

Please use the following guidelines in determining whether to send your child to the program. Your child should remain home if they have:

- A temperature above 100 degrees.
- An unusual cough.
- Shortness of breath.
- Vomiting or diarrhea during the night or early morning.
- Exposure to a confirmed case of Covid.

Participants who have had the above symptoms may return to camp once they are 24 hours symptom free, or have a written alternative diagnosis.

If your child develops symptoms while at camp, parents or guardians will be contacted to pick up their child. Staff members will monitor the child's condition until the parent or guardian arrives.

The parent or guardian will follow the appropriate check-out procedure and take the child home.

## EMERGENCY ASSISTANCE

We do everything possible to minimize accidents through safety programs, close supervision, attentive facility maintenance, and consistent discipline. All staff have current certifications in First Aid, CPR, and First Aid kits are available in all of our classrooms and carried by staff members during outside activities. In the event of an accident, we will administer first aid and attempt to contact the parent/guardian(s) or emergency contact person(s). If needed, we will call 911 for assistance.

## MEDICATIONS

Medications must be delivered in original prescription containers with a maximum limit.

Parents/Guardians must fill out a Medication Authorization form (available online or with the camp director), which indicates the dosage and time the medication should be distributed. Over-the-counter medications must also include a prescription label. Staff will keep a log of medications dispensed to the student.

# SAFETY AND BEHAVIOR MANAGEMENT

Our staff is committed to providing educational opportunities in a safe environment. To ensure that both camper and staff boundaries will be considered, mutual respect, kind yet firm leadership, and encouragement of children form our positive discipline policy.

We have established the following set of behavior expectations to ensure that all campers can participate in a safe, enjoyable, and educational experience.

## CODE OF CONDUCT

### **As a camper you have a right to:**

- Be respected
- A safe environment
- Succeed
- Listen and be heard

### **As a camper, you have a responsibility to:**

- Be on task
- Not demean others
- Respect others and their property
- Follow directions, ask questions
- Listen respectfully to others' ideas and wait for your turn to speak

### **The staff of the camp accepts responsibility to:**

- Provide quality instructional programs in an integrated setting for each student
- Provide an orderly classroom and a safe environment
- Develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student

### **THPRD fully expects staff, students, and parents to abide by the following character traits:**

- Respect – for yourself, for others, and THPRD property
- Dignity – for others' points of view and differences
- Honesty – in athletics and activities
- Responsibility – for actions and words
- Teamwork – valuing everyone's contribution

### **Our behavior management techniques include:**

- Clearly communicating the expected behavior and restating the expectation if needed.
- Giving choices
- Telling the child what is desired behavior
- Praising appropriate behavior
- Re-directing the child to another activity

**Discipline** is an opportunity to provide children guidance and growth. Staff will encourage children to state their needs and listen to the needs of others. Our environment is structured to support children in making positive choices, which are guided by caring and supportive staff. When a participant's behaviors impact their ability to interact with others or demonstrates the inability to control their emotions or to judge social and play situations appropriately, this may result in an interactive process with THPRD which may result in removal from a program.



## Summary of Method

If a camper engages in inappropriate behavior, then the THPRD Staff in cooperation with the parents or guardian(s), instructors and other stakeholders will identify various accommodations and strategies to ensure that the behavior does not become disruptive or a safety threat.

### Step 1: Early Intervention

Staff will conference with participant and documents participant behavior. The staff is primarily responsible for the maintenance of proper participant behavior both within and outside of the classroom setting while attending THPRD program. Every reasonable effort should be made by staff to solve discipline problems before they are referred to the Program Coordinator/designee.

### Step 2: Behavior Support & Strategies

Staff will document participant's behaviors and determine appropriate intervention strategies. Staff alerts Center Supervisor who will contact participant's parent(s) or guardian(s). Staff will work with the parent(s) or guardian(s), instructors, and other stakeholders for the purpose of gathering additional information and to develop additional supports and accommodations for the participant.

### Step 3: Behavior Modification Plan Development & Implementation

A positive and proactive approach to the maintenance of proper participant conduct will be established. In dealing with participant, staff will model respect, dignity, and self-control, develop an intermediary plan with parent(s) or guardian(s) and staff that outlines goals and expectations for participation in the program and clearly identify conduct expectations and consequences for noncompliance, have parent(s) or guardian(s) and team members sign off on the plan and begin implementation. Staff and participants will actively monitor and evaluate the plan. The staff will meet on an "as needed" basis to evaluate the plan or consider more effective accommodations, redesign or modify the plan, if necessary, and communicate any changes. Staff will continue to monitor and evaluate the participant's program engagement and behaviors. THPRD will document all meetings, telephone calls, incidents, complaints, safety concerns, problems, successes, and make a recommendation(s) utilizing team member's input and suggestions.

### Step 4: Suspension

When staff refers the participant to the Program Coordinator, and parent(s) or guardian(s) are contacted, this notification indicates that the participant has not responded to previous interventions in the classroom. Referrals will result in a conference with the participant and parent(s) or guardian(s) and assignment of a consequence determined by the Program Coordinator. Returning to Step 1-3 interventions and alternate strategies may be considered by the Center Supervisor. For severe deviant behavior, incorrigibility, or repeated violations, the participant may be temporarily suspended from THPRD program for one to five (1-5) days by the Program Coordinator or designee.

### Step 5: Removal from Program

When the participant does not respond to interventions or alternative placement, recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the Center Supervisor and Manager for approval. Expelled participant will not be permitted to return to the program's facility or any other district facilities, or attend any district sanctioned events until the end of the expulsion period; this will be documented on their THPRD account.

### Gross inappropriate behavior:

Consists of any of the following behavior(s) that warrants immediate suspension without following the intervention steps:

- Criminal behavior / Criminal sexual behavior
- Violent behavior - including, but not limited to: Punching, Hitting, Kicking, Biting, Slapping, Kicking, Verbal, etc.
- Inappropriate behavior that cannot be mitigated or controlled and poses a significant safety risk.

## DRESS CODE

Please have your child dress in play clothes and **closed-toe shoes** every day. Sandals make it difficult to play games and may result in injuries. Label the tags of all removable clothing with your child's full name. Weather permitting, campers should have appropriate clothing for art projects, active play, and weather variation; we will be outdoors frequently during camp.

## LET'S TALK!

We encourage communication between parents and staff in order to create a friendly partnership for the benefit of the children. The Camp Directors and Program Coordinators are available to communicate with parents about suggestions, concerns, or things logged in the parent communication book. Additionally, your feedback is important in assisting us as we continue to offer high-quality recreation programs. Look for our evaluation forms at the end of camp.

## EMERGENCIES

We do everything possible to minimize accidents through safety programs, close supervision, attentive facility maintenance, and consistent discipline. In the event of an accident that requires more than reassurance and a Band-Aid, our staff will attend to the camper's needs, call the emergency contact listed on the child's Emergency Contact and Medical Information form, and fill out a THPRD incident report.

All staff have current certifications in First Aid, CPR, and AED and will provide basic emergency assistance when needed. 911 will be called in the event that a higher level of emergency assistance is necessary. First Aid kits are available in all of our classrooms and carried by staff members during outside activities.

## INCLUSION PROGRAM

THPRD promotes the power of choice to enhance the quality of life for individuals of all abilities by providing diverse, accessible recreation in an environment that promotes dignity, success, and fun. Through inclusion services, THPRD may provide reasonable staff support for those who prefer other THPRD programs or activities. If you would like to discuss or request inclusion services for your child at camp, emailing inclusion service inquiries to [inclusion@thprd.org](mailto:inclusion@thprd.org) or call 503-629-6330.

### **THPRD Camp Cancellation Policy**

Camp deposits are not refundable. Requests to drop or change a camp registration must be made at least two weeks (14 calendar days) prior to the start of camp. No credit will be applied to your account with less than 14 days' notice. We require this notice because materials and expenses are made in advance based on registration numbers.

## **CAMP ATTENDANCE**

We have a full schedule of programming every day of camp and your child's attendance and participation is important to their camp experience. Please consider this when scheduling appointments and other activities during weeks when your child is registered for camp.

### **Departure from Camp**

Authorized parents, guardians, or caregivers are to use the pre-designated pick-up location which is typically the same as where you dropped your child off. Program staff will check the photo ID of any person picking up child(ren) to verify they are listed as an authorized person for pick-up on the Emergency Contact Form. Those not authorized to pick up will not be allowed to sign out child(ren).

Staff and the authorized parent, guardian, or caregiver shall acknowledge release of the child. Participants over the age of 10 will be permitted to sign themselves or their siblings out from camp at the end of the program day only if they have a signed waiver from their parent or guardian.

***Safety Note:*** Please be prepared to show a photo ID every day at pick-up.

Thank you in advance for your cooperation in helping us implement this procedure and for understanding that it is in place to help ensure the safety of all participants.

### **Absences**

If your child will be absent from camp, **please call the Nature Center at 503-629-6350** to leave a message regarding that day's absence. We are unable to give credit for any days missed from our camp programs.

### **Late Arrivals & Early Departures**

Since many of our camp activities occur out in the park away from the program starting area, parents dropping off campers late or picking up early should allow extra time to walk out to meet their child's group. On field trip days, offsite drop-offs and pick-ups are not possible.

### **Late Pick-Up Fee**

Occasionally parents, guardians or caregivers of children do not show up by the end of camp. Should this occur, the child will remain with their camp leaders as long as possible while staff try to reach the child's emergency contact. If remaining with the camp staff is not feasible, the child will be taken to the center's front desk area or the offsite area that is supervised by staff until pick up.

- Parent/guardians will be charged a \$15 late fee for the first 15 minutes and \$5 for each additional minute thereafter.



## ADDITIONAL INFORMATION

If you have any questions, please call the Nature Center at 503-629-6350.

### Photography

We often take photos of the children as they are enjoying camp. On occasion we will use these photographs in our printed publications and on our web page. ***Please request in writing if you do not wish your child's photo to be used.***

### Communication with Parents

Open communication between parents and camp staff is essential. If you have any suggestions, concerns, or would like to share something that you or your child enjoyed about camp, please contact the Camp Director or the Program Coordinator.

### THPRD Financial Aid Program

THPRD has established a financial aid program to ensure that no park district resident is denied a recreation opportunity due to financial limitations. For complete program information and to request an application form, please call 503-619-3994 or email [financialaid@thprd.org](mailto:financialaid@thprd.org).

### Dependent Care Expenses

In some cases, camp payments can be written as dependent care expenses. Please remember to keep your receipts. THPRD's tax credit number is **93-6011018**.

### Program Evaluation

We hope that your child will enjoy their camp experience. It is our desire to create a quality program and we value your patronage and feedback. Please feel free to complete a camp evaluation. You can pick one up at check-out or watch your email for the online link to the form. We appreciate your suggestions as to how we can better serve you and your child.

**Thank you for your help and support in creating a safe and enjoyable camp for everyone!**



**See maps and driving directions on the next page**

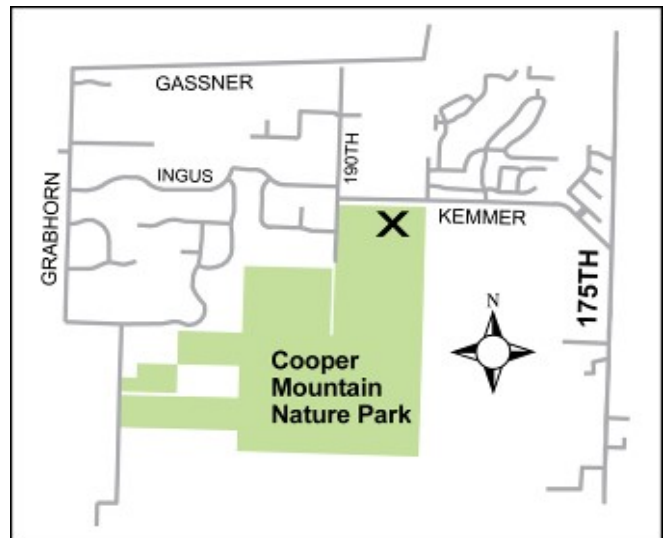


**Tualatin Hills Nature Center**  
15655 SW Millikan Way  
Beaverton, Oregon 97003

The Nature Center acts as the gateway to the 222 acres of the Tualatin Hills Nature Park, where five miles of trails and a mosaic of habitats provide endless opportunities for discovery.

**Meeting Location:**

Camps will be meeting at the Nature Center by the parking lot off of Millikan Way.



**Cooper Mountain Nature Park**  
18892 SW Kemmer Rd  
Beaverton, Oregon 97007

The Nature House and the Cooper Mountain Nature Park are a joint project between Metro and THPRD. This beautiful park has views of Tualatin Valley from many of its three miles of trails and a variety of habitats that are becoming rare in our region.

**Meeting Location:**

Camps will be meeting at the Cooper Mountain Nature House. Cooper Mountain is located off Kemmer Rd.