

Auburn Parks, Arts & Recreation 2023 Summer Camp Parent Handbook

SUMMER CAMPS

AUBURN PARKS, ARTS & RECREATION

COME PLAY WITH US!
REGISTER ONLINE!
Fast, convenient,
and no additional fees
auburnwa.gov/camps

auburnwa.gov/camps | 253-931-3043

AUBURN@PLAY SUMMER 2023

Welcome to Auburn Parks, Arts & Recreation Summer Camps! We are looking forward to your child joining us! Safety and fun is of utmost importance. Please review the following pages carefully to ensure that you are prepared for your child to start camp. We are excited to offer an exciting summer of fun for your child! We have a top-notch team of Camp Leaders here to provide the fun and maintain safety and health standards. If you have any questions about this handbook, please contact our team at 253-931-3043.

Welcome back!

Contents

Summer Camp Registration.....	3
Registration Information	3
Age Requirements	3
Late Registrations	3
Waiting Lists	3
Special Needs	3
Participant Information Forms	3
Summer Camp Refund/Cancellation Policy	3
Camp Registration Fee Dates	4
Late Pick Up	4
Camp Locations & Information	4
Summer Youth Camp	4
Skyhawks Sports Camp	4
Tween Scene	4
Museum Camps	4
LEGO Camps	4
Theater Camps	5
General Camp Information	5
Things to Remember- Camp Specific	5
General Camp Information	7
What to Bring Daily	9
Behavior Expectations	9
Disruptive Behavior	9
Discipline Policy	9
Child Transportation Safety	9
Authorized Pick Up	9
Mandatory CPS Reporting	9
Illness, Injuries, Emergencies	9
Medication	9
Personal Items	9
Meals & Snacks	9
Absences	9
COVID-19 Provisions	9
Staff Training	10
In the Event that a Staff or Youth Fall Ill	11
FAQ	10
Drop-Off/Pick-Up Location Map	14

Summer Camp Registration

Registration Information

- Mail In- Auburn Community & Event Center, Attn. Registration, 910 9th Street SE, Auburn, WA 98002
- By Phone- 253-931-3043, 7am-8pm Mon-Thu, 7am-7pm Fri & Sat 9am-4pm
- Online- www.auburnwa.gov/play
- Fax- 253-931-4005
- Camp registration ends at noon, the Friday before camp starts.
- Payments will be accepted on site during open hours (Community & Events Center) only if space is available.
- Camp Fees apply to 1 week of camp regardless of how many days attended. Camp fees will not be pro-rated due to missed days.

Age Requirements

Camps are designed with specific age groups in mind and offer age-appropriate programming. Youth must be the age notated for the camp they wish to attend by August 30, 2023. Exceptions will not be made.

Late Registrations

Registrations received less than ten (10) days from the start of camp will be assessed an additional \$25/half day camp and \$50/full day camp. Full payment is required when registering online. Deposits apply to weekly fee.

Wait Lists

If your chosen camp is full, you may request to have your child added to the waitlist. In the event that a space becomes available you will be contacted by Auburn Parks, Arts & Recreation staff to register. Camp fees or deposits, depending on the date, will be due at the time of registration.

Special Needs

Children with special needs will be integrated into all programs. This allows the special needs child and non-disabled participants to develop new friends and appreciate individual differences. Children must be toilet trained. If your child needs an accommodation, please notify camp staff at 253-931-3043 at least ten (10) days prior to their first day of camp.

Participant Information Forms

Each child must have a completed electronic Participant Information Form on file prior to the first day of camp. The Participant Information Form includes essential information about the child and appropriate waivers. Forms are completed on ePACT. Parent/Guardian will receive an invitation to ePACT via email with log-in information at the time of registration. Forms will not be available at camp. **Children will not be able to participate in camp activities until forms are accepted through ePACT.** When completing your information in ePACT please opt in to text messaging in order to receive updates and camp info more efficiently. Messaging will only be sent as it relates to your child's programs.

Summer Camp Refund/Cancellation Policy

Refund policy applies to **all summer camps**.

Partial Refunds:

Refunds will not be issued for days or partial days missed.

Full Refunds:

Please contact the Parks, Arts & Recreation office for Full Refund Policy.

Summer Camp Payments

- Pay in Full at time of registration
- Payment Plan
 - A \$50 (\$25/ half-day camps) deposit is due at the time of registration.
 - Deposits are non-refundable and non-transferrable to other programs or camps.
 - Full fees are due by the end of day Thursday, ten(10) days prior to each session.
 - Balances will be automatically scheduled to be paid by credit/debit card or electronic transfer provided by you at the time of registration.
 - If full payment is not received ten (10) days prior to the start of camp, your spot will no longer be reserved and your deposit will be forfeited.

Important Registration Fee Dates

Camp Start Date	Full Fees Due- 10 Days Prior to Start of Camp
June 26, 2023	Thursday, June 15 2023
July 5, 2023	Thursday, June 22, 2023
July 10, 2023	Thursday, June 29, 2023
July 17, 2023	Thursday, July 6, 2023
July 24, 2023	Thursday, July 13, 2023
July 31, 2023	Thursday, July 20, 2023
August 7, 2023	Thursday, July 27, 2023
August 14, 2023	Thursday, August 3, 2023
August 21, 2023	Thursday, August 10, 2023

Late Pick-Ups

A late pick-up fee of \$1/minute will be charged for children picked up after 12:00 PM for ½ day camps, or after 5:00 PM for full day camps. Late pick-up fee will be charged to your account and must be paid prior to your child's participation in their next registered program.

Camp Locations

Les Gove Community Campus- 910 9th Street SE, Auburn, 98002

- Mix & Match
- Specialty Camps- including Parkour, LEGO®, and Incrediflix
- Tween Camp
- TNT
- Adventure Camp
- Teen MTB (Mountain Bike) Camps
- Teen Bike & Camps

Theater Camps

Auburn Community Jr. Players Summer Theater Camps, Junie B. Jones Jr. and The Many Disguises of Robin Hood

- **Junie B. Jones Theater Summer Camp-** Ilalko Elementary School- 301 Oravetz Pl SE*- last week of camp sign out at Auburn Riverside High School- 501 Oravetz Rd. SE
- **The Many Disguises of Robin Hood Theater Summer Camp-** Arthur Jacobsen Elementary, 29205 132nd Ave. SE (sign-in/out in the school gym- last week of camp sign out at Auburn Mountainview High School Theater- 28900 124th Ave. SE

Mary Olson Farm*- 28728 Green River Rd. SE**

- Mix & Match Living History
- Mix & Match Junior Naturalist

Please Drop-Off your child at the Mary Olson Farm. All kids will be transported back to the Auburn Community & Event Center for pm camp or pick-up.

Cedar Lanes Park*- 1002 25th Street SE**

- Mix & Match Wheel Kids

*****Drop-off & pick-up at the Auburn Community & Event Center. All campers will be transported in Parks Department vans to their camp location. Children requiring a booster seat per Washington State Law will have a booster seat provided for them.**

Camp Hours

Camp Hours

9:00 AM-4:00 PM for full day camps. Before Care is available 8:00-9:00 AM, After Care is available 4:00-5:00 PM.

9:00 AM-12:00 PM for ½ day AM camps. Before care is available from 8:00-9:00 AM. Sign out is promptly at 12:00 PM.

1:00-4:00 PM for ½ day PM camps. After care is available from 4:00 PM-5:00 PM. Sign in begins at 12:45 PM.

*****Before & After Care is included in all camp fees.**

Daily Sign-in/Sign-Out Procedures

- Sign-in & Sign-Out will occur outside the Community & Event Center unless otherwise noted.
- Tweens & Teens sign-in & out at the tent by The REC.
- Drive to the Auburn Community & Event Center (ACEC) park your vehicle and walk child(ren) to check-in tent.
- After completing sign-in, Recreation Staff will walk your child to their assigned camp location.
- For sign-out, park and walk to check-out tent. Recreation Staff will sign out your child and call for them to be walked out to you by a Staff member.
- Please be prepared to show appropriate ID at time of pick up. You will have the option of uploading a photo into your ePACT account for each authorized pick-up person. This step will enable more efficient pick up.
- Whenever possible please plan to have the same person provide sign-in and sign-out for your child in order to increase efficiency.
- Please consider dropping off early (prior to 9:00 AM) to avoid long wait times.
- Tweens/ TNT: If you need to sign-in and/or sign-out the participant during scheduled trips, you are responsible for transporting your child to/from the field trips venue.

Things to Remember- General

- Please provide your child with a water bottle, spray on sunscreen, and hand sanitizer each day.
- Please provide lunch and snacks daily. Auburn School District free lunch will be available if you choose. **Only nut-free foods are allowed at camp to prevent allergic reactions.**
- Refrigerators and microwaves will not be available for heating/cooling lunches. Please prepare lunch accordingly.
- Peak times for drop-off (8:45-9:00 AM) are congested. Please consider coming earlier to avoid the wait.

Things to Remember- Camp Specific

Skyhawks Sports Camp (1/2 Day & Full Day)

- Camp sports equipment will be provided by Skyhawks. Campers will need to bring their own personal equipment (e.g. glove for baseball, knee pads for volleyball).

Museum Camp (1/2 Day Only)

- Museum Camps will be held at the White River Valley Museum. Drop-off and Pick-up will take place in front of the Community & Event Center- 910 9th Street SE. Staff will walk kids to and from the Museum.

LEGO® Camp (1/2 Day Only)

- Drop-off & Pick-up will take place in front of the Community & Event Center- 910 9th Street SE.
- **Extended Care is not provided for these camps.**

Parkour Camps (1/2 Day Only)

- Drop-off & Pick-up will take place in front of the Community & Event Center- 910 9th Street SE.
- **Extended Care is not provided for these camps.**

Tween Camp (Entering grades 5-6)

- Auburn School District free lunch will NOT be available for Tween Camps.
- Tween Scene Parents must sign their child in and out each day at The Rec.
- Tween Scene will be on-site at The REC every day for only half of the day. All field trips will be off site. Depending on the trip, Tweens will be on site from 9a-12p or 1-4p.
- A weekly schedule will be sent the week prior to camp starting via email. Variable start and end times may occur due to field trip reservations and travel times. Please check weekly schedule carefully to note any changes.
- Some third party waivers will apply for field trips. Check weekly schedule for applicable waivers.
- All field trip admissions are included in the camp fee. Optional spending money is allowed but not required.

TNT (Entering grades 7-12)

- Auburn School District free lunch will NOT be available for Teen Camps.
- TNT Parents must sign their child in and out each day at The REC.
- TNT will be off-site each day on field trips for the duration of camp.
- A weekly schedule will be sent the week prior to camp starting via email. Variable start and end times may occur due to field trip reservations and travel times. Please check weekly schedule carefully to note any changes.
- Some third party waivers will apply for field trips. Check weekly schedule for applicable waivers.
- All field trip admissions are included in the camp fee. Optional spending money is allowed but not required.

Adventure Camps (Ages 12-16)

- Auburn School District free lunch will NOT be available for Adventure Camps.
- Adventure Camp Parents must sign their child in and out each day.
- Adventure Camp will be off-site each day on field trips for the duration of camp.
- A weekly schedule will be sent the week prior to camp starting. Variable start and end times may occur due to field trip reservations and travel times. Please check weekly schedule carefully to note any changes.
- Some third party waivers will apply for field trips. Check weekly schedule for applicable waivers.
- All field trip admissions are included in the camp fee. Optional spending money is allowed but not required.

Auburn MTB Mountain Bike Camps- Including Teen Flow Rider & Pedal & Paddle (Ages 12-16)

- Auburn School District free lunch will NOT be available for Mountain Bike Camps.
- Auburn MTB Camp Parents must sign their child in and out each day.
- Auburn MTB Camp will be off-site each day on field trips for the duration of camp.
- Bikes and helmets are provided.
- Bring appropriate clothes & shoes for mountain biking each day. See list of things to bring provided in weekly email for other recommendations.
- A weekly schedule will be sent the week prior to camp starting. Variable start and end times may occur due to field trip reservations and travel times. Please check weekly schedule carefully to note any changes.
- Some third party waivers will apply for field trips. Check weekly schedule for applicable waivers.
- All field trip admissions are included in the camp fee. Optional spending money is allowed but not required.

Bike & Camp (Ages 12-16)

- Auburn School District free lunch will NOT be available for Bike & Camp.
- Bike & Camp is a three-day, 2-night camping trip to Wenatchee. Camp will be made at Confluence State Park.
- All camping equipment (tents, sleeping bags, sleeping pads, cooking materials and food) will be provided.
- Bikes & helmets are provided. Bring appropriate clothes and shoes for biking, hiking and water activities. A packing list will be provided at the pre-trip parent meeting.
- Bike & Camp will have a unique schedule based on the activities. Further details will be provided at the parent pre-trip meeting.
- Some third party waivers will apply for field trips. Check weekly schedule for applicable waivers.
- All field trip admissions are included in the camp fee. Optional spending money is allowed but not required.

Theater Camps

Sign-in & Sign-Out will occur inside the **gym entrance**

- Sign-in & sign-out will occur inside the **gym entrance**
- **3rd week sign out we will meet you outside the theater**
- Please bring a water bottle, lunch, snack, script, pencil. **Please send only nut-free foods with your child.**
- All day Camps run from 9 AM – 4 PM, Early drop-off is available between 8 - 9 AM. Late pick-up is available from 4:00 – 5:00 PM.
- More information related to the auditions, rehearsals and show process will be emailed to the main contact.

General Camp Information

What to Bring Daily

Please provide the following items each day for your child. Items should be labeled with your child's name.

- Water Bottle
- Lunch (unless your child is taking the Auburn School District Lunch) & Snack. **Please send only nut-free foods with your child to camp.**
- Sunscreen (camp does not provide). Sunscreen is not to be shared by youth. Staff do not apply lotion sunscreen; please apply sunscreen prior to dropping your child off at camp and send additional sunscreen with your child. Please see sunscreen authorization form. If your child does not come with sunscreen, and it is a hot day, staff will spray sunscreen on child with Parks Sunscreen.
- Proper swim attire and towel when appropriate
- Hand Sanitizer

Camp Behavior Expectations

Auburn Parks, Arts & Recreation provides programs that develop personal life skills, social responsibility, healthful activities, and leadership while responding to the individual needs of youth in a changing society. Auburn Parks expects that all campers will:

- Cooperate with other campers and staff.
- Respect the rights and properties of others.
- Listen and follow instructions.
- Participate in activities.
- Have FUN!

Disruptive Behavior

Children are entitled to a pleasant and harmonious camp environment. Children displaying chronically or severely disruptive behavior may be asked to leave the program. This behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

- Requires frequent attention from staff
- Inflicts physical or emotional harm on children or staff (including hazing, harassing, or bullying)
- Displays destructive behavior
- Continually ignores or violates camp safety rules

If a child becomes a serious discipline problem, the Camp Coordinator/Site Director will notify the parents of the situation and discuss a solution. If improvement does not occur or a solution cannot be determined, the child may be dismissed from the program. No refund will be issued.

Discipline Policy

Our camps revolve around choices. Every effort will be made to encourage children to make good choices. In the event, that poor choices are made, depending on severity of behavior, Camp Coordinator and/or Site Director may choose to skip steps altogether.

The Auburn Parks, Arts & Recreation Department (APARD) retains the right to suspend or remove participants for offenses without resorting to progressive discipline where such actions would be in the best interest of the APARD. This policy is not to be interpreted of a promise of specific treatment and is designed to advise in instances of misconduct.

1. First/Second Offense: Verbal Warning
2. Third Offense: Time Out/Think Time Sheet
3. Fourth Offense: Site Director/Coordinator talk with parent
4. Fifth Offense: Coordinator and Manager of program will determine if the child will be on probation or suspended from camp. Refunds will not be issued.

Child Transportation Safety

The safety of each child is our priority. In the event, that staff feel the adult in question is not in a condition to be driving, we will adhere to the following:

- Staff will attempt to contact additional authorized adults on file to transport the child and adult.
- If the person is aggressive and/or threatening, the staff will call 911
- If the situation recurs repeatedly, services will be discontinued

Authorization for Pickup

Participant information forms from your ePACT account include a section on authorized pick up. This section includes those who the parent/guardian will allow to pick up their child. Children will not be released to any person who is not listed as “authorized pickup”. In the event, that someone not listed must pick up your child you must notify camp staff and have it noted. Any person who is picking up a child from camp will be asked for identification to be matched to the child’s participant information. Parent/Guardian will have the option of adding photos of “authorized pickup” individuals to their ePACT account. This will increase pickup efficiency. As a best practice we encourage families to have the same person drop-off and pick-up their child whenever possible.

Mandatory CPS Reporting

Staff supervising children who have a reasonable cause to believe injuries are other than accidental, or children are suffering physical neglect or sexual abuse must report to the Department of Child Protective Services or law enforcement.

Illness, Injury, Emergencies- Please Do Not Send Sick Kids To Camp

If a child becomes ill, attempts will be made to isolate them until a parent can be notified for pick-up. If necessary, emergency care will be provided as authorized on the Emergency Information form and a parent/guardian will be contacted immediately. Please see COVID-19 section for symptoms relating to COVID-19

Medication

Auburn Parks, Arts & Recreation does not administer shots or dispense or store medications of any kind.

Personal Items

Children are prohibited from bringing toys, makeup, phones, money and electronics from home. This policy does not apply to Tween Camp, TNT, Adventure Camps or Teen Mountain Bike Camps . If items are brought to camp, they will be taken away and held for parents at pickup.

Meals and Snacks

Auburn School District free lunch will be available for on-site camps. Children may choose to bring their own cold lunch from home, re-heating will not be available. Breakfast and snacks are not available. Please provide several daily snacks for your child. **Please only send nut-free foods with your child to camp.**

Absences

If your child will not be attending camp it is helpful to call camp staff and let them know ahead of time. The on-site phone for all camps is 253-931-3043. There are no refunds for missed days.

COVID-19 Provisions

The health and safety of our participants and staff are of utmost importance. Although there are not any current state guidelines, Auburn Parks will continue to prioritize the health and safety of campers and staff. **Youth, staff and parents will not be permitted on site if they are sick, or are showing symptoms of COVID-19.**

COVID-19 Guidelines

- If staff or campers test positive for COVID-19, they will be allowed to return to the program five (5) days after their first positive test as long as they are no longer displaying any symptoms. A mask must be worn until 10 days after their first positive test.

In the Event that a Youth or Staff Become Ill

- If a youth or a staff show symptoms during the camp day, an isolation area will be identified at the camp location where the camper/staff can stay until parent/guardian arrives (camper), or until safe transport home (staff) can be arranged.
- If a staff member falls ill a trained staff will take their place for the remainder of the session.

*** Children will be unable to attend if they show other signs of illness such as diarrhea and vomiting.

FAQ

What if my camper loses something at camp?

Please do your best to make sure all your camper's items are labeled with their first and last name. There is a designated lost and found area. APARD is not responsible for any items that are lost or stolen, and under no circumstances will reimburse lost, stolen or broken items. Please review with your child items that should not be brought to camp.

Does my child have to wear a mask?

Masks are welcome but not required to be worn by participants and/or staff.

How can I get a camp schedule?

Emails go out the week prior to the start of camp with the week's schedule and a list of things to bring if different from the regular list of items needed at camp. Emails are sent to the parent/guardian of each child. If you do not receive the email by Thursday the week prior to the start of camp, contact Auburn Parks, Arts & Recreation 253-931-3043.

What should my camper wear to camp?

Please send your child in layers for cooler mornings and warm afternoons. All camp groups will have outdoor activities. Camp can be messy, be sure to send your child in clothes that can get dirty. Closed toe shoes/sandals and sandals with a back strap are recommended in order, for your child to fully participate safely. Please label all, of your child's belongings that he/she will be bringing to camp.

Can my camper buy lunch?

For youth camps, (Mix & Match and Sports Camp) there are no opportunities to purchase food at camp and vending machines are not available. Your child may receive the Auburn School District free lunch if you choose. TNT, Tween Camp, Adventure Camps and Teen Mountain Bike camps may have the opportunity to buy lunch. Please see weekly schedule for more information.

What if my camper forgets his/her lunch?

If your child forgets their lunch, you may arrange to bring their lunch to the Auburn Community & Event Center by contacting Camp Staff prior to the lunch hour at (253-931-3043) or staff can arrange for your child to participate in the Auburn School District Free Lunch program.

Does camp provide snack?

Snacks are not provided with the exception, of occasional food related activities. Please provide a several snacks for your child with their lunch. **Please provide nut-free foods for your child.**

Does my child need a water bottle?

Please provide a water bottle daily for your child, drinking fountains will not be accessible.

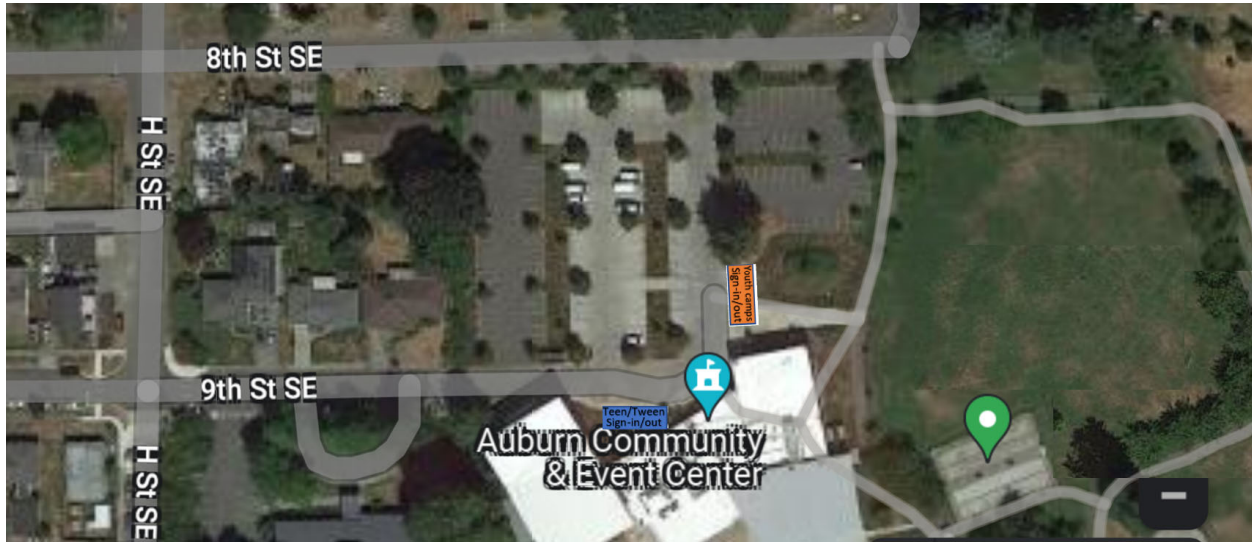
What shouldn't my camper bring to camp?



- Weapons of any kind
- Any personal items including:
 - Cell phones (exceptions apply to Tween Camp, TNT, Teen Mountain Bike Camps, Adventure Camp)
 - Toys & Games
 - Personal music devices (exceptions apply to Tween Camp, TNT, Teen Mountain Bike Camps, Adventure Camp)
 - Video Games
 - Money (exceptions apply to Tween Camp, TNT, Teen Mountain Bike Camps, Adventure Camp)

Thank you for taking the time to read this handbook. We are excited to offer your child an exciting and engaging experience this summer and have you be a part of our summer fun! If you have any questions or concerns, please contact our office at 253-931-3043.

Sincerely,
Auburn Parks, Arts & Recreation 2023 Camp Staff

Summer Camps Parent Drop-Off/Pick-Up Information



- Teen/Tweens will sign-in/out in front of The Rec () and youth camps will sign in/out just north of entrance to Community Center ().