

SUMMER CAMP

Handbook





Welcome!

Dear Campers and Families,

Thank you for choosing us for your summer camp experience. Our mission is to provide safe, positive, inclusive camps for all participants.

Please review this Summer Camp Handbook with your camper to ensure you're prepared and ready for camp. When finished, please sign the Camp Handbook acknowledgement page in your THPRD account. Please contact the front desk at a center, Camp Directors, Program Coordinators, or Center Supervisors, if you have questions or need additional information before summer.

Welcome to THPRD Summer Camp!
We look forward to meeting you.

Registration Information

Summer Camp Deposits and Balances

A \$30/\$50 (depending on camp) deposit is required for each participant for weeks 2-10. The full balance for week 1 is due at the time of registration. All camp balances are due 14 days before the start of each camp by 5 pm. An individual's space in the camp will be forfeited automatically if the balance is not paid by the two-week prior deadline. The deposit is non-refundable. However, it may be transferred to another THPRD program prior to 5 pm, Friday, May 30.

THPRD Camp Cancellation Policy

Requests to drop or change a camp registration must be made at least two weeks (14 days) before the start date of camp, minus applicable deposit. Camp deposits are not refundable. No credit will be applied to your account with less than 14 days notices. Camp deposits are transferable prior to May 30th. We require this notice due to materials, expenses, and staffing decisions made in advance based on registration numbers.

Prior to the start of camp, all participants are required to have the following forms completed and submitted to THPRD staff:

- Emergency Contact Information form (completed online-instructions below)
- Medical and Physical Information form (completed online-instructions below)
- Sunscreen waiver (completed online-instructions below)

Below are the step-by-step instructions on how to update the online forms. Paper copies will also be available at drop off, but we recommend updating these forms online if possible as it tends to be both faster and easier.

- Visit <http://www.thprd.org>
- Click “Registration LOGIN” in the upper right-hand corner.
- Enter your login information in the blue box.
- If this is your first time logging in, please click “Activate web account” and follow the instructions to create your account.
- Once you are logged in, click “Emergency Contact & Medical Information.” on the left hand menu.
- Click “Add Emergency Contact Information” under each child’s name and complete:
 - Emergency Contact / Authorized to Pick Up Form
 - Physician & Insurance
 - Medical & Physical Information
 - Permission to Apply Sunscreen

Class Search

Tennis / Pickleball
Reservations

Shopping Cart
Pay Balance

Interest Lists

My Household

Member Details

Emergency Contact & Medical Information

Aquatic & Tennis Levels
Current Registrations
Drop-In History
Invoice History
Pass Status
Assessments

Emergency Contact / Medical & Physical Information

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

Last, First Name

Emergency contact information has **NOT** been entered for this family member.

[Add Emergency Contact Information](#)

You must click “update” and check the box at the bottom of the page when you are done entering/reviewing all information or the information will not save, and you will have to enter it again.

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 an email with this information and other important paperwork before camp starts. 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 daily at the designated point.

Sick Child Policy

Please notify camp staff if your child will be staying home or missing a day of camp. If your child should develop an illness, such as COVID-19, flu, chicken pox, head lice, hepatitis, scabies, impetigo, etc., please notify the Camp Director or Program Coordinator immediately. Your child should remain at home if they feel sick (diarrhea, vomiting, severe cough, etc.) or have a fever.

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.

No-Nit Policy

Tualatin Hills Park & Recreation District has a no-nit policy regarding head lice. If nits are discovered during camp hours, you will be contacted to pick up your child. Your child will not be allowed to return to camp until all nits have been removed.

Medications

Medications must be delivered in original prescription containers.

Parents/guardians must fill out a Medication Authorization form (available online or with the 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. Prescriptions not picked up at the end of the program will be disposed of safely.

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 photo ID of any person picking up the child(ren) to verify they are listed as an authorized person for pick-up (as listed on the Emergency Contact Form). Those not authorized to pick up will not be allowed to sign out the child(ren) without confirmation from the primary on the account.

Camp Check-out

Staff and authorized parent, guardian, or caregiver shall acknowledge the child's release. Participants over 10 years old will be permitted to sign themselves out from camp at the end of the program day. This form will be available on the first day of camp. For sibling check-out from programs, participants aged 12 or older can check themselves and a sibling out of program. The sibling must be 6 years old or older and noted on this signed form.

Authorized Pick-up

If you need someone to pick up your child who has not been listed on the authorized list, you must update your emergency contact and pick-up information form online.

Staff will ask for information from the Emergency Contact Form to verify identity. Again, staff must ask for photo ID before releasing the child to anyone, so remember to bring ID at pick-up. If there are circumstances where your child is not allowed to be picked up by a specific individual, please note this on their Emergency Contact form and inform the Camp Director. You must provide legal documentation to restrict a listed parent or guardian from picking up a child.

Late Pick-up



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 staying with the camp staff is not feasible, the child will be taken to the center's front desk, or alternate center location and supervised by staff until pick up. Parents/guardians will be charged a \$15 late fee for the first 15 minutes and \$5 for each additional minute after that.

Lost & Found

Campers are responsible for their belongings. Staff will help track items, but check at pick-up for anything lost. Unclaimed items are donated at the end of summer.

Field Trips

Our field trips occur during scheduled camp time but vary in length and time of day. You will receive prior notice about trip details from the staff via the weekly schedule distributed on Monday. If your child is not attending camp on the field trip day, please call the Center to inform camp staff. Refunds will not be given if your camper misses a field trip.

Lunch & Snacks

Parents should send children to camp for full-day camps with a lunch* that does not require refrigeration or a microwave. We ask that you avoid sending your child to camp with peanut-based products to accommodate our campers with severe peanut allergies. Please provide a snack for the morning and afternoon based on the child's needs and camp length.

*(Check your center to see if BSD lunches are available at your site)

Sunscreen

Staff will verify with the parent/guardian at drop-off that sunscreen was applied before arriving at camp. If sunscreen is not applied, staff will direct the camper to apply sunscreen immediately. Sunscreen will be reapplied at least every two (2) hours and after drying off from being wet. Staff will apply sunscreen to the camper's hands and direct them to apply any lotion. Staff will observe this process to ensure it is done correctly. If a participant requires a specific sunscreen for medical reasons, please add it to the Medication Authorization Form and provide a bottle of sunscreen to the program.

Dress Code: What to wear

Please have your child dress in appropriate play clothes and closed-toe shoes every day. Sandals make it difficult to play games and may result in injuries. Label all removable clothing with your child's full name. Campers should be prepared for art, active play, and changing weather, as we will be outdoors often.

What to bring or leave

BRING: A backpack, snacks, water bottle, sunscreen, and lunch (if full-day camp). Optional supplies include towel and a change of clothes for the weather. Please check your camp welcome email for additional instructions.

LEAVE: Please do not bring personal belongings and valuables. This includes electronics, cell phones, trading cards, stuffed animals, toys, and more. To protect your things and create the best camp environment, these items are not allowed.

Staff Training

Program staff members receive training in standard First Aid, CPR/AED and pass criminal background checks. They also train in behavior management, emergency preparedness, and how to lead exciting and engaging activities all day.



Emergencies

We do everything possible to minimize accidents through preventative safety, close supervision, attentive facility maintenance, and consistent behavior support. In an accident requiring 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 First Aid, CPR, and AED certifications and will provide basic emergency assistance when needed. Emergency Services (911) will be called if a higher level of assistance is necessary. First Aid kits are available in our classrooms and carried by staff members during outside activities.

Emergency Contact Form

If you have a change in address, phone number, emergency phone number, physician's name, or child's health status, you are responsible for updating your online account at www.thprd.org/portal and informing the camp staff immediately.

Severe Heat or Weather & Air Quality

To keep campers and staff safe during severe heat or weather, we monitor and adjust programming to ensure campers can safely participate in programs. We provide for frequent hydration, use sunscreen properly, schedule outdoor activities carefully, monitor the heat and Air Quality Index (AQI). Our staff are trained on heat illness prevention, and wildfire smoke preparedness.

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. Inclusion services are available to support youth and adults with diagnosed disabilities. If you want to discuss or request Inclusion Services for your child at camp, email inclusion@thprd.org or call 503-629-6341.



Photography Exemption

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 pages. Please request, in writing, if you do not wish your child's photo to be used in THPRD programming/publicity.

Camp Evaluation

We hope that your child will enjoy their camp experience. We desire to create a quality program and value your patronage and feedback. Please complete a camp evaluation that you will be sent via email. We appreciate your suggestions as to how we can better serve you and your child.



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 and ask questions.
- Listen respectfully to others' ideas and wait your turn to speak.
- Stay with the group.

The staff of the camp accepts responsibility to:

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

THPRD fully expects staff, children, and parents to abide by the following character traits:

- Respect – for yourself, 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 desired behavior is.
- Praising appropriate behavior.
- Re-directing the child to another activity.



Let's Talk Behavior!

We encourage communication between parents and staff 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 throughout the term.



Redirection is an opportunity to provide children with 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. The Behavior Plan of THPRD outlines the interactive process that may result from certain participant behaviors including inability to interact with others in a successful manner, inability to control emotions, and/or inappropriate responses to social or play situations. This interactive process with parents or guardians may be crucial to the participation of the child and their continued access to our programs.

Inappropriate Behavior

Any of the following behavior(s) 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 abuse, etc.
- Inappropriate behavior that cannot be mitigated or controlled and poses a significant safety risk.

Summary of Method

If a camper engages in inappropriate behavior, THPRD Staff, in cooperation with the parent(s) 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.

THPRD Behavior Matrix

Step 1: Early Intervention

Staff will communicate with the participant and document participant behavior. The staff is primarily responsible for maintaining 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 participants' behaviors and determine appropriate intervention strategies. Staff alerts the 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 to gather additional information and 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 participants, 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 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, and successes and make a recommendation(s) utilizing team members' 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 the assignment of a consequence determined by the Program Coordinator. Returning to Steps 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 the 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, the recommendation for expulsion will be considered. The recommendation for expulsion shall be referred to the Center Supervisor and Manager for approval. The 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.

THPRD Center Directory

Facility	Phone
Administration Office	503-645-6433
Aloha Swim Center	503-629-6311
Babette Horenstein Tennis Center	503-629-6331
Beaverton Swim Center	503-629-6312
Cedar Hills Recreation Center	503-629-6340
Conestoga Recreation & Aquatic Center	503-629-6313
Cooper Mountain Nature House	503-629-6350
Elsie Stuhr Center	503-629-6342
Garden Home Recreation Center	503-629-6341
Harman Swim Center	503-629-6314
Raleigh Swim Center	503-629-6310
Somerset West Swim Center	971-317-6833
Sunset Swim Center	503-629-6315
Tualatin Hills Aquatic Center	503-629-6310
Tualatin Hills Athletic Center	503-629-6330
Tualatin Hills Nature Center	503-629-6350



Nature Explorers Camp at the Tualatin Hills Nature Center:

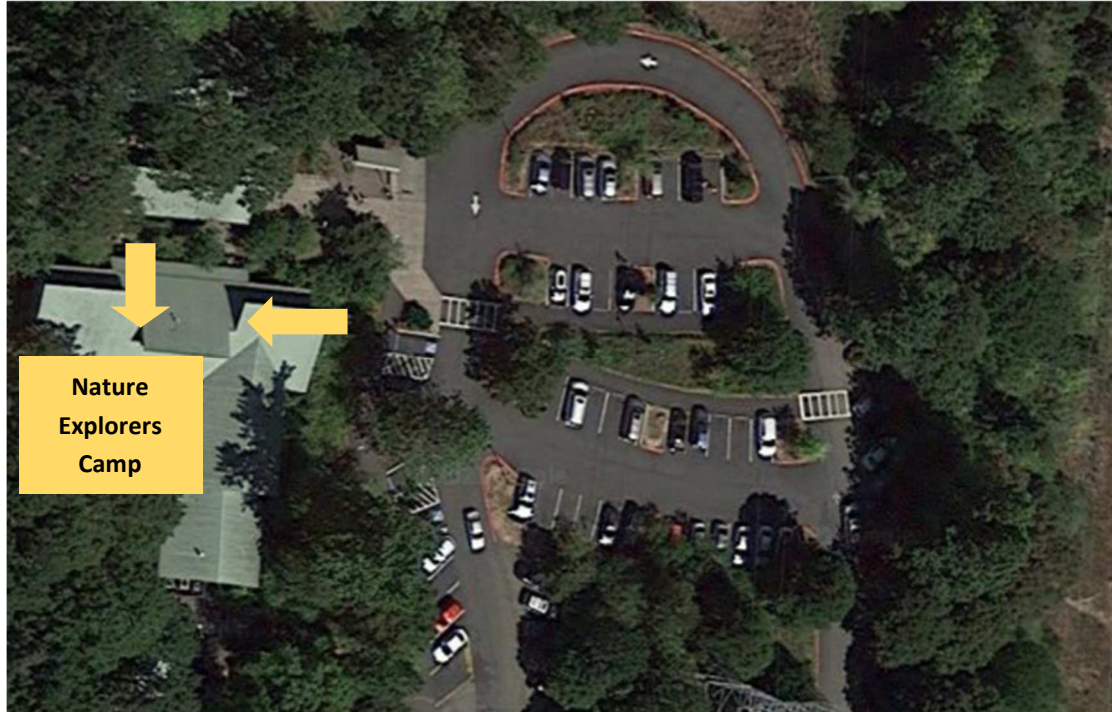
8:00 am-5:00 pm for 7-10 year olds

Prior to the start of camp, all participants will receive and are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

Parents, guardians, or caregivers are to use a pre-designated check-in location. Please see below:

Nature Explorers Camp Check-in & Out Tualatin Hills Nature Center



**Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton OR 97003
(503) 629-6350**

Mini Nature Camp at Cooper Mountain Nature House:

9 am-12 pm for 6-9 year olds

Wild Adventures Camp (WAC) at Cooper Mountain Nature Park:

8:30 am-4 pm for 6-9 year olds

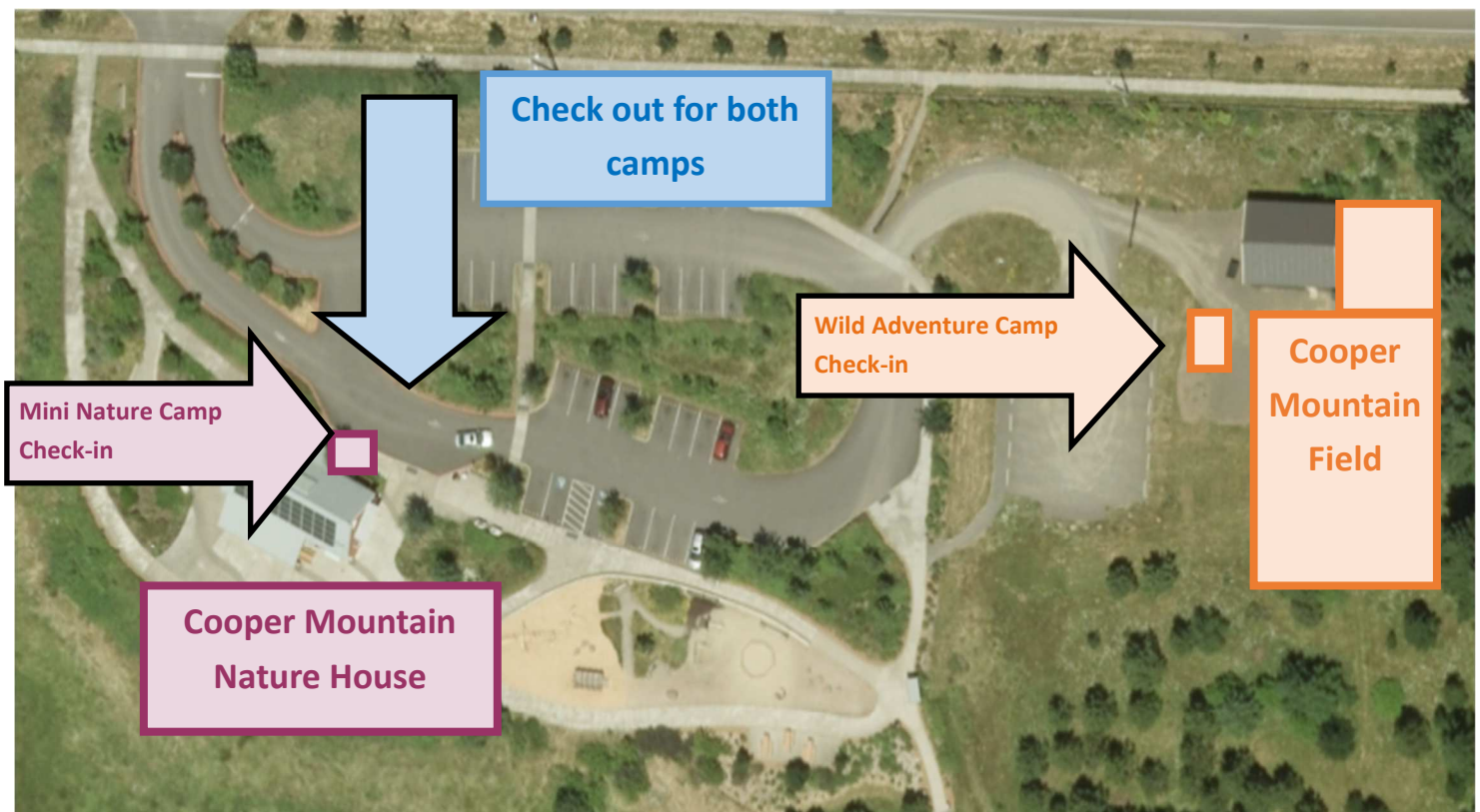
Prior to the start of camp, all participants will receive and are required to have the following forms completed and submitted to THPRD staff:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

Parents, guardians, or caregivers are to use a pre-designated check-in location. Please see below:

Cooper Mountain Nature Camps

Check-in locations below. Both camps will check-out at the red Cooper Mountain Nature House.



**Cooper Mountain Nature House, 18892 SW Kemmer Rd., Beaverton, OR 97007
(503) 629-6350**

Camp Wild Things Arrival at the Jenkins Estate Gatehouse:

9 am-12 pm for 4—6 year olds

1 pm-4 pm for 4—6 year olds

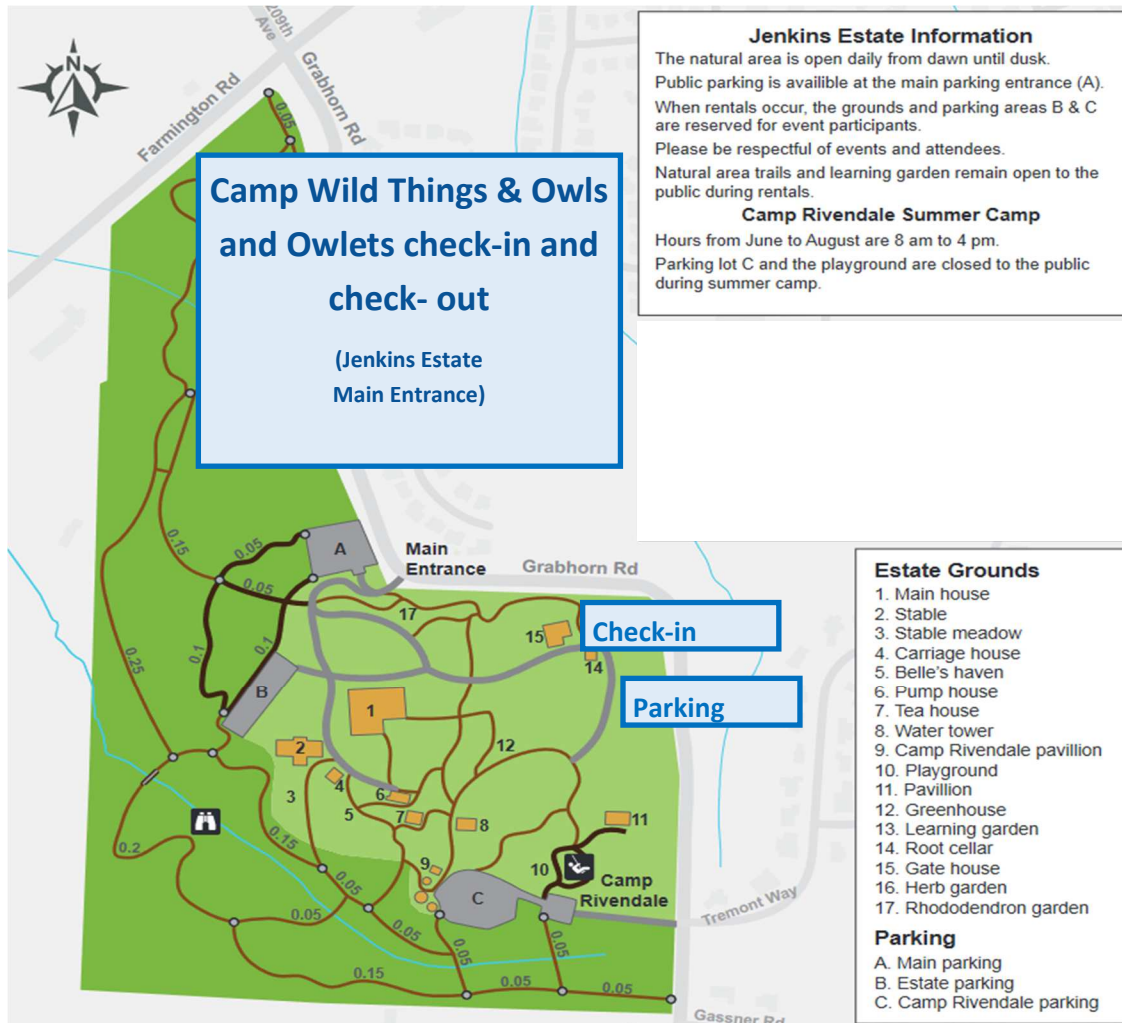
Prior to the start of camp, all participants will receive and are required to have the following forms completed and submitted to THPRD staff:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

Owls & Owlets Camp

1-3 pm M/W/F for 0—5 year old

Parents, guardians, or caregivers are to use a pre-designated check-in location. Please see below:



Jenkins Estate Gatehouse, 8005 SW Grabhorn Beaverton, OR 97007

(503) 629-6350

Camp Green at the Tualatin Hills Nature Center:

8:00 am-5:00 pm for 10-13 year olds

Prior to the start of camp, all participants will receive and are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

Parents, guardians, or caregivers are to use a pre-designated check-in location. Please see below:

Camp Green Check-in & Out Tualatin Hills Nature Center



**Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton OR 97003
(503) 629-6350**

Other Nature Camps:

Prior to the start of camp, all participants will receive and are required to have the following forms completed on their online THPRD account:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment

Art in Nature

9 am-12 pm for 7—10 year olds, 11—14 year olds

Family Nature Day Camp 7/21 to 7/25:

9am— 1pm W/TH/F for 6—10 year olds

Location: Tualatin Hills Nature Center



Art in Nature & Family
Nature Day Camp Check-in
and Check-out

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

Sports and Nature Camp

8:30am-3:30 pm for 6—10 year olds

Location: Athletic Center -15707 Walker Rd, Beaverton, OR 97006

Grandparents Camp

9 am-1 pm for 6—10 year olds

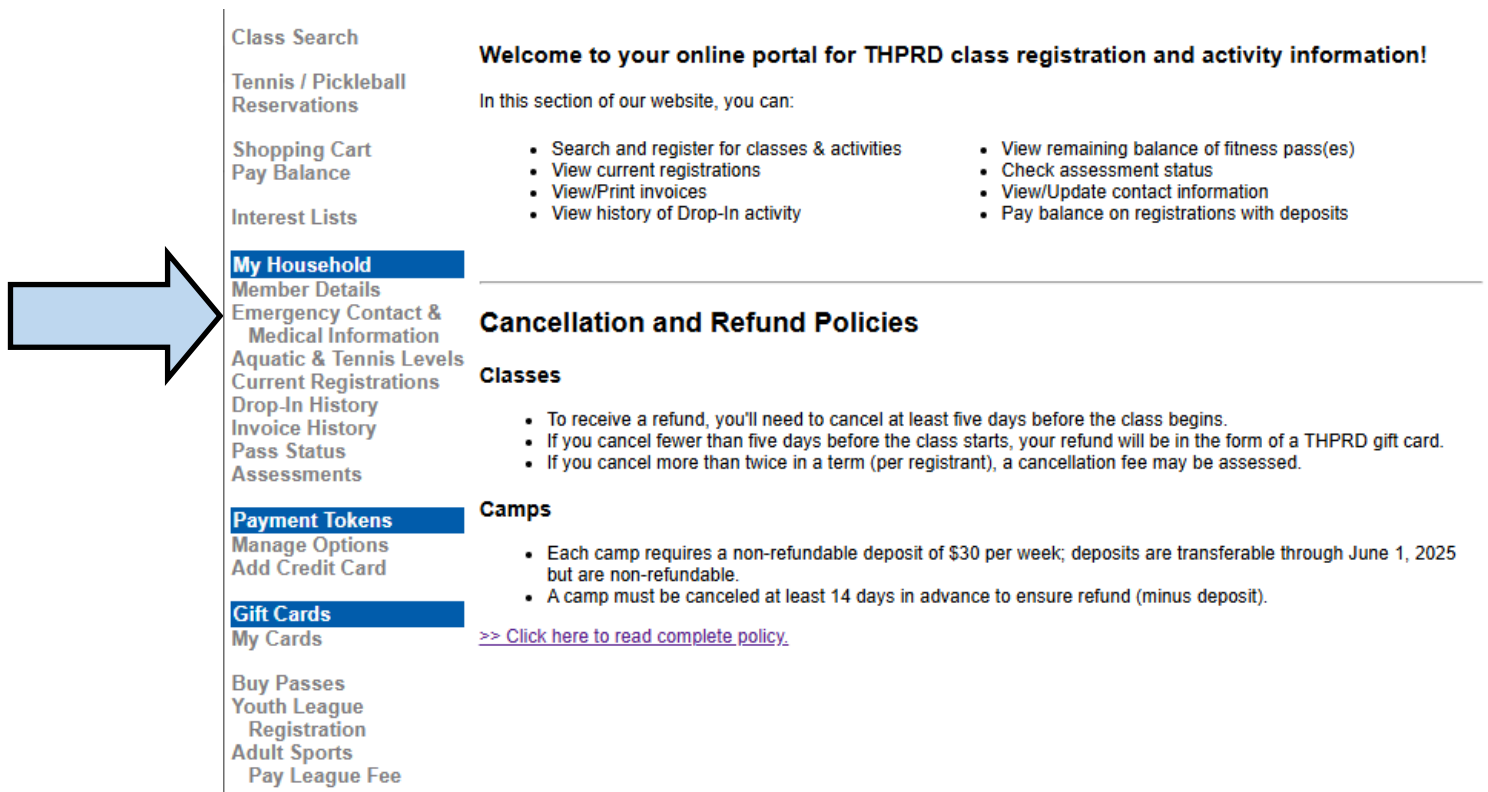
Location: Elsie Stuhr-5550 SW Hall Blvd, Beaverton, OR 97005

Please complete the following in your THPRD online account.

Find it at: <https://www.thprd.org/portal/>

Please fill out your required camp forms here on your registration page:

- Emergency Contact and Medical Information
- Permission to Apply Sunscreen
- Summer Camp Handbook Acknowledgment



The screenshot shows the THPRD online portal interface. On the left is a vertical sidebar with various links. A large blue arrow points to the 'My Household' link, which is highlighted in blue. The main content area on the right has a header 'Welcome to your online portal for THPRD class registration and activity information!' followed by a list of available actions. Below this, there are sections for 'Cancellation and Refund Policies', 'Classes', and 'Camps', each with a list of details. At the bottom of the sidebar, there are links for 'Buy Passes', 'Youth League Registration', 'Adult Sports', and 'Pay League Fee'.

Class Search
Tennis / Pickleball Reservations
Shopping Cart
Pay Balance
Interest Lists
My Household
Member Details
Emergency Contact & Medical Information
Aquatic & Tennis Levels
Current Registrations
Drop-In History
Invoice History
Pass Status
Assessments
Payment Tokens
Manage Options
Add Credit Card
Gift Cards
My Cards
Buy Passes
Youth League Registration
Adult Sports
Pay League Fee

Welcome to your online portal for THPRD class registration and activity information!

In this section of our website, you can:

- Search and register for classes & activities
- View current registrations
- View/Print invoices
- View history of Drop-In activity
- View remaining balance of fitness pass(es)
- Check assessment status
- View/Update contact information
- Pay balance on registrations with deposits

Cancellation and Refund Policies

Classes

- To receive a refund, you'll need to cancel at least five days before the class begins.
- If you cancel fewer than five days before the class starts, your refund will be in the form of a THPRD gift card.
- If you cancel more than twice in a term (per registrant), a cancellation fee may be assessed.

Camps

- Each camp requires a non-refundable deposit of \$30 per week; deposits are transferable through June 1, 2025 but are non-refundable.
- A camp must be canceled at least 14 days in advance to ensure refund (minus deposit).

[>> Click here to read complete policy.](#)

- Fill out the Emergency Contact/Medical & Physical Information section and scroll down to find the Permission to Apply Sunscreen and Summer Camp Handbook Acknowledgement.



The screenshot shows the bottom of the THPRD online portal. Two horizontal bars contain links. A large blue arrow points to the first bar, which contains the link 'Permission To Apply Sunscreen | Update | En Español'. The second bar contains the link 'Summer Camp Handbook Acknowledgement | Update'.

[Permission To Apply Sunscreen | Update | En Español](#)

[Summer Camp Handbook Acknowledgement | Update](#)

Thank you!