



Parent Handbook

Welcome

Camp Venture consists of a team of staff and contractors who are dedicated to providing a fun, safe and inclusive recreational experience for youth ages 11 to 14 years old. We recognize the need for a balance of structured and unstructured activities for youth in this age group, and strive to provide that variety through our various onsite activities and offsite adventures. We believe in offering choices to youth whenever possible and to encourage positive social interaction and decision making, and to develop social skills. Staff will help your child explore areas of interest, engage in creative conversation and help create opportunities for learning and discovery all summer long. Please review the important information in this handbook. Thank you, and we look forward to seeing you this summer at Camp Venture!

Program Goals

- To create ongoing recreational opportunities for youth when school is not in session
- To create a fun and relaxing atmosphere where youth are encouraged to pursue their own interests, develop and grow friendships, gain confidence, independence and respect for themselves and others.
- To provide an exciting, stimulating and enjoyable choice of activities that meet the developmental needs of each youth.
- To provide guidance to youth as they learn and develop social skills and problem solving
- To provide parents with affordable, convenient and dependable choices for their summer needs.
- To create an environment that promotes positive two-way communication between parents and staff to best meet the needs of the youth involved.

Camp Venture Contact Information

Bob Keefer Center	541-736-4544
Two50 Youth Center	541-246-0945
Camp Venture Cell Phone	541-246-0945
Jen Marsh, Supervisor	541-214-0650
Bre Clark, Recreation Coordinator	541-214-4729

Program Hours

Camp Hours: 8:00 a.m. – 4:00 p.m. Monday, June 23 – Friday, August 29 (No camp July 4). Parents/guardians are responsible for dropping off their children no earlier than 8:00 am and for picking up children no later than 4:00 p.m. The Two50 youth center is a supervised, noncustodial program available to campers from 3:00 p.m. to 6:00 p.m. at no charge. **A separate, Two50 membership must be obtained prior to entering the program.** In the event that a child is left after Camp Venture closing time, staff members will contact all authorized adults to pick up the child. After one hour, the Springfield Police will be called and the child will be held for safekeeping until the parent/guardian can be reached. Repeated late pickups or early arrivals will result in disciplinary action up to and including removal from the program.

Program Calendars

Program calendars which contain important information regarding field trips, swim trips, changes in policies, reminders and other program information will be emailed the Wednesday before your camp begins. Please make sure that you have an updated email on file and that it is linked to your child's account.

Activities

Camp Venture is an active and expansive camp with regular off-site trips, contracted activities, visits to local swimming areas, and a variety of explorative opportunities locally. Whenever possible, youth are given choices to help them learn to make positive decisions and to allow them to do the activities they enjoy the most. We like to keep our activities new, adventurous and exciting. Occasionally, this could result in a messy or wet clothing and campers.

Snack and Lunch

Guardians are responsible for sending youth to camp with a healthy lunch and reusable water bottle daily; Camp Venture will provide youth with a morning snack. A healthy lunch is essential for youth to maintain energy, focus and patience on a daily basis with the ever changing environment that Camp Venture provides. Please be sure you are setting your child up for success. Parents and campers will be notified when there is a field trip where food may be purchased at our destination. It is the responsibility of Camp Venture youth to manage and safeguard any money they bring to the program.

Please refrain from sending food items containing peanuts to camp.

Transportation

All off-site trips will be taken in either Willamalane vans/ buses driven by trained Willamalane staff members that are certified Oregon drivers.

Visitors

Guests and friends are not permitted in the program. Volunteers will be asked to fill out a volunteer application. A background check can take up to five days to complete. Please allow enough time if you wish to volunteer.

Daily Check-in and Check-out

The safety and security of our youth program participants is our primary goal. Youth participants must be signed in and out by an authorized adult each day, as set at the time of registration by the registering guardian, unless guardian has approved the child to sign themselves in and out. Youth will not be released to any adult not listed in the custom questions without prior written approval from the registering guardian. All guardians should be prepared with photo identification to match the authorized pickup list when signing out Camp Venture youth. The designated area for drop off and pick up is the Two50 Teen Center entrance unless otherwise noted.

How to Register

Online registration for full time care begins **4/16/2025**. Advance online registration is required. Visit www.willamalane.org to create an online account and register.

To register online:

- Create an online account at www.willamalane.org .
- Complete the custom questions providing us with information on your child.

- Read the parent handbook and waiver (attachment provided online).
- Complete registration.
- Receive email confirmation of enrollment and payment.

*Spots limited, early registration advised

All camp and registration fees must be paid in full prior to attending camp. Accounts carrying a balance with Willamalane will not be eligible to register for programs until the account has been paid in full. Payment plans are available for full-day camps, and will be deducted from the associated credit card 14 days prior to the week of camp being billed. By registering your child for a Willamalane program, you agree that you are responsible for the payment of all program fees and costs. If your account is assigned to a collection agency, you agree to pay all collection costs, including fees to the collection agency. If your account is placed in the hands of an attorney for collection, you agree to pay the reasonable attorney fees and collection costs, regardless of whether an action is filed, and if action is filed you agree to pay Willamalane reasonable attorney fees at trial and on any appeal.

In the event that registration for Camp Venture is full, youth will be placed on the WaitList. As spots open up Wait Listed patrons will be called and given the opportunity to register in the order they appear on the list and given a window of registration of two business days. If registration does not occur at that time, the youth's name will be removed from the waitlist and Willamalane staff will proceed to the next name.

Withdrawals, Refunds and Credits

All requests for refunds or credits must be done at the Bob Keefer Center front desk or by contacting 541-736-4544. No refunds or credits will be given for missed camp days, extended absences or program cancellations due to weather. Camp fees will not be prorated for participants who sign up late for camp. All withdrawal refunds and credits must follow the guidelines below:

- Requests to withdraw from camp to receive 100% refund or credit must be done at least 14 calendar days prior to the day of camp.
- Requests to withdraw from camp to receive 50% refund or credit must be done at least 7 calendar days prior to the day of camp.
- Requests to withdraw from camp with less than 5 calendar days prior to the start of camp will not receive a refund or credit.

Adult and Family Services

If all or part of your fees will be paid through Adult and Family Services or any other program, you must turn in a DHS letter of eligibility form (7494E) to the billing office before your child may attend the program. It is your responsibility to make any necessary co-payments and fees beyond AFS payments. Co-payments are due by the 10th of the month that care is provided, or your child will be unable to attend the program. AFS vouchers will be available for parent signature at your child's site at the beginning of each month. Vouchers must be signed and given to the site staff no later than the 10th of each month. All AFS patrons will be billed for all registered weeks. If you wish to add or delete weeks, you must call our office no later than the Thursday prior to the week in question. If notification is not given, or if AFS will not provide payment for any given week(s), you will be responsible for the unpaid balance. If payment is not made and we are forced to send the account to a collection agency, your fees will be doubled to cover the costs. AFS patrons must call 541-736-4550 or visit Bob Keefer Center to pay their co-payment.

Changes in Vital Information

Accurate and complete contact and emergency information is required at the time of registration. It is the responsibility of registering adults to keep Willamalane staff up to date on any changes in address, phone number or authorized guardian and emergency contact information.

Youth Dress Code

It is the combined responsibility of guardians and youth to ensure campers arrive in appropriate attire for the planned activities that will allow youth full range of motion without repeated readjustment and is free from prohibited wording, images or symbols. For specific examples, please adhere to the following.

Examples of appropriate attire:

- A shirt or other garment that covers the full chest
- Bottoms that cover full buttocks and upper leg
- Shoes or strapped sandals appropriate and safe for the day's schedule
- Appropriate hats, scarves or other head/neck coverings

Examples of inappropriate attire:

- Clothing or gear showing violent language or images
- Clothing or gear depicting drugs, alcohol or other illegal or inappropriate substances
- Clothing or gear showing or insinuating hate speech, profanity, pornography or any other hostile or intimidating images or words
- Visible underwear, not including small amounts of waistband or straps worn under appropriate clothing
- Bandanas
- Bathing suits while not swimming

If the need arises to address inappropriate attire, staff will do so through private conversation with youth so as not to cause embarrassment or humiliation. In this conversation, staff will clearly point out what the violation is, problem solve with the participant to fix or cover the violation, and suggest ways youth can avoid it being an issue in the future. Under no circumstances should youth be shamed by or disproportionately affected by the dress code enforcement due specifically to gender, race or physical attributes.

Cell Phone and Electronics Philosophy

Camp Venture intends to create a safe space for youth to socialize and experience their summer through the opportunities camp provides. Cell phones are a part of that experience and are not prohibited at camp. Staff will encourage youth to create healthy boundaries and use levels in regards to cell phones and electronics during their time at camp, with an understanding that phones and social media are part of daily life. Camp Venture and Willamalane cannot be held responsible for and lost, stolen or broken phones or other electronics.

Personal Items

Any items from home must be clearly labeled with the name and phone number of the owner. Although staff members will make every effort to help make sure that jackets, backpacks, projects, etc., make it home each day, belongings are ultimately the responsibility of the child and parents, and Willamalane staff cannot be responsible for lost, broken or stolen personal items. If your child lost something please check in the lost and found bins. After two weeks, all lost and found items will be donated to a local charity.

Accident Reports

An accident report is taken any time a child is injured in the program. The report documents the date, time, nature of the accident and treatment provided. Every effort will be made to inform you if your child has an accident on a particular day and you are encouraged to speak to the Coordinator about it. Guardians are responsible for maintaining up to date information with Willamalane.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. In the event of evacuation or other emergencies, individual families will be contacted by site staff based on the information provided upon registration. If an individual child is injured in the program we will take the necessary emergency steps and contact the parent/guardian as soon as possible. In general, program procedures for anything more than a bump or minor scrape is to call Cascade Mobile Health and/or 9-1-1. Mobile Health is the contracted first-aid service provider for Willamalane Park and Recreation District. Mobile Health services are provided at no cost to families.

Behavior Management

Camp Venture staff are trained to set up environments and activities that encourage appropriate behavior. As youth experiment with behaviors, staff members will guide them using multiple behavior management techniques as a learning tool and to help ensure a safe and positive experience for all. To ensure youth enrolled in Camp Venture adhere to behavior guidelines on a daily basis staff members will teach behavior expectations the first day youth start and then re-teach them as necessary.

Willamalane Camp behavior plan follows the Positive Behavioral Interventions and Support model, a program supported and used by Springfield Public Schools. PBIS is an effective and evidence-based program that serves all students, creates a culture of safety in the schools and programs, emphasizes the positive, targets all forms of behavior, states rules and expectations positively and is known by everyone. To implement positive behavior reinforcement, staff will establish behavior expectations for the summer based on the three main rules of PBIS: Be Safe, Be Respectful, Be Responsible. Staff will use various forms of praise and recognition to incentivize positive behaviors and will provide behavior feedback to children and their parents as necessary.

Disciplinary Procedures

Staff, guardians and youth will work together to provide the maximum opportunity for success in Camp Venture. Guardians are expected to be active participants in the behavior management of their child. If efforts to curb behaviors have proved unsuccessful, staff may call for participant pick up. It is the responsibility of the registering adult to make arrangements for pick up immediately after being notified.

Please note: We reserve the right to suspend or dismiss a child from the program if staff members and program supervisors determine that the program cannot meet the needs of the child, if the child is a physical threat to themselves or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents cannot be involved in disciplining any child other than their own. Failure to comply with this policy may result in dismissal from the program.

Bullying Prevention

Willamalane has a firm policy against all types of bullying. Willamalane staff will take any incidents of physical, social, emotional and cyber bullying seriously and are trained to recognize and immediately address any bullying behavior. We also encourage parents to let us know about any particular bullying concerns you may have for your child.

Bullying is unwanted aggressive behavior by another youth or group that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying is when someone says or does mean or hurtful things to another person who has a hard time defending themselves including physical, psychological, social or educational harm.

Every child has the right to a safe and respectful environment, and by working together as a team to identify and manage bullying we can help ensure that all children and staff members enjoy their time spent in the program.

Staff members will strive to prevent bullying and harassment by:

- Teaching respectful behavior
- Teaching limit-setting behavior to stop bullying (learning to say no)
- Immediately intervening to stop bullying and harassment
- Documenting any incidents or repeats of bullying and harassment

Commitment to Nonviolence

Corporal punishment will not be used or tolerated in Willamalane programs. Staff members will not hit, spank, humiliate or unnecessarily restrain any child. We want to ensure all youth understand that they will not be hurt physically or emotionally while in Willamalane programs. For this reason, families will not be permitted to hit or spank children while here. We encourage you to discuss with staff ways positive discipline can be used at home.

Recognizing and Reporting Child Abuse

All Camp Venture staff are considered mandatory reporters by the state of Oregon and are required to report suspected child abuse or neglect to the Department of Human Services. Willamalane will work with DHS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, Willamalane will continue to work with and support the child and family. The report will be treated with confidentiality.

Weapons Policy

The use, threat of use, intent of use, sale of or possession of any potentially dangerous weapons or look-a-like weapons is strictly prohibited in any Willamalane program. This includes but is not limited to knives, firearms, explosives, or any weapon, look-a-like weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold is capable of causing injury or death. Any infringement on this rule will be addressed with the seriousness of the action, and could result in disciplinary action up to and including expulsion from Willamalane programming, with minimum consequences of the creation and implementation of a program-nonspecific behavior contract.

Illness and Communicable Disease

It is the shared responsibility of parents, youth and staff to reduce the chance of exposure and spread of communicable disease. Our illness policy states that youth must be free of illness and symptoms for at least 24 before returning to camp. Possible symptoms include but are not limited to:

- Fever over 100.4 degrees Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Lice
- Nausea
- Cough
- Skin or eye lesions or rashes that are severe, weeping or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or wheezing
- Complaints of severe pain

In case of illness, it is the responsibility of the registering adult to make arrangements for pick up immediately after being notified. Youth with head lice must be free of all traces of lice and nits prior to returning to Willamalane programs.

In the event your child is presenting an illness in alignment with COVID-19 symptoms, including but not limited to a cough or fever, loss of taste/smell, they will need to stay home for 5 days after the onset of symptoms and 24 hours after resolution of fever. (Per March 2022 childcare guidelines). Please note, we will always align our COVID-19 response efforts with the direction from Lane County Public Health, as well as the Office of Childcare guidelines. We will inform families in writing in the event that these guidelines and recommendations change.

Medication

All medication must be logged in with Camp Venture staff in a properly labeled container which must include the youth's full name, date prescription was filled, physician's name, drug name, dosage and administration instructions. Participating youth will be responsible for administering their own medication with assistance from staff. Camp Venture will maintain a supply of basic over the counter medication such as Tylenol, Benadryl, and Ibuprofen.

Confidentiality

Information about the health or abilities of any child or a family's status will be considered confidential. Such information will be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may also be shared with regulatory agencies.

Photograph Policy

Willamalane Park and Recreation District reserves the right to photograph classes, community events, programs, and community members at any Willamalane facilities, properties and at any activities or events sponsored or hosted by Willamalane. Photos may be used by Willamalane for promotional purposes, in publications, or in media communications in any format without any obligation to provide compensation to those photographed.

For more information about this photo policy and to opt-out of photography, visit willamalane.org/photo.

Inclusion and ADA Accommodations

Willamalane Park and Recreation District Inclusion Services goal is to provide persons with and without disabilities opportunities to recreate together in environments that are appropriate, non-restrictive and beneficial for all. All individuals are welcome to attend Willamalane Park and Recreation District programs regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In adherence to the Americans with Disabilities Act (ADA) we strive to offer reasonable accommodations to enable individuals with disabilities to become fully included in our programs. Sign language interpreters, accessible van transportation, modified equipment, trained program leaders, adapted devices and equipment are a few of the program accommodations that may be provided by inclusion services.

To request program accommodations please visit willamalane.org or contact the following:

Ducky Joseph, MS
Diversity, Equity, and Inclusion Services Coordinator
Willamalane Park and Recreation District
Bob Keefer Center for Sports and Recreation
250 S. 32nd St., Springfield, OR 97478
Cell (541) 246 – 4723



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Springfield, OR 97478
541-736-4544
www.willamalane.org

