



**Forest Grove**  
Parks and Recreation

# CAMP GROVE

**Parent  
Guide 2025**





# Forest Grove Parks and Recreation

Dear Parents and Guardians,

Thank you for choosing Forest Grove Parks and Recreation's **Camp Grove 2025!** We know you have a lot of choices, and we are glad that you chose Forest Grove Recreation. Summer is a magical time for children, and we are thrilled to be able to provide a fun, safe environment with this year's camps.

Summer camp is a time for growth and connection. This parent handbook is your guide to help us provide a fantastic summer experience. Each of our staff members has been carefully selected based on their skills, talents and commitment to healthy child development. They are looking forward to getting to know your family and will be happy to answer any questions.

Have a great summer!

Cody Jeffers – FGPR Recreation Coordinator



## Contents

CONTACTS .....	4
Recreation Coordinator .....	4
Camp Phone 971-435-1176 Call or text to directly reach camp staff on site .....	4
YOUR CHILD’S LEADERS .....	4
Recreation Staff Qualifications .....	4
Supervision Ratios.....	4
Program Hours .....	4
Failure to Pickup .....	4
Sign In and Out.....	4
CODE OF CONDUCT.....	5
Camper Rights:.....	5
Camper Responsibilities:.....	5
Staff responsibility: .....	5
ENSURING POSITIVE EXPERIENCES .....	5
FGPR fully expects staff, students and parents to abide by the following character traits: .....	5
Behavior Management .....	5
Medication .....	7
Children with Special Needs Assistance.....	7
Emergency Procedures .....	7
PREPARING YOUR CHILD FOR CAMP .....	7
What to Bring to Camp (Rain or Shine).....	7
Dress Code .....	7
Money and Valuables.....	8
Packing a Lunch.....	8
Sunscreen Policy .....	8
FIELD TRIPS.....	9
PARENTS AS PROGRAM PARTNERS.....	9
Parent Involvement .....	9
Feedback Welcome.....	10
Tax Credit Number for Child and Dependent Care Expenses: .....	10

## CONTACTS

### Recreation Coordinator

Cody Jeffers  
503-992-3284 - Office  
971-205-8232 - Mobile  
cjeffers@forestgrove-or.gov

### Camp Phone

971-435-1176  
Call or text to directly reach camp staff on site.

### Forest Grove Aquatic Center

503-992-3238

## YOUR CHILD'S LEADERS

### Recreation Staff Qualifications

A caring leader is an essential component in ensuring a positive day camp experience for your child. You will take comfort in knowing that all summer staff go through a thorough screening process including an interview, background checks, criminal screening checks, and summer camp training.

### Supervision Ratios

Our staff/child ratios reflect our commitment to safety and high-quality program supervision. Our camps operate at a minimum of one leader to every ten participants [1:10]. 1:8 on Field Trip Days.

### Program Hours

Camp runs from 8:00 a.m. – 3:30 p.m.

### Failure to Pickup

If a camper is not picked up by 3:30 pm, the camp Instructor will immediately call the parent. If the parents cannot be located, the camp Instructor will call the emergency contact. If they cannot be reached, the police will be notified, and the camper will be turned over to the Forest Grove Police Department.

### Sign In and Out

It is required that all campers be accompanied to and be picked up from the camp program by a parent, guardian, or a person authorized by the parent (must be on file). Authorized individuals must be at least 18 years old. Campers may not sign themselves in or out of camp programs. The parent, guardian, or authorized person will enter the time of pick-up on the form at the check-out station. Persons unknown to camp counselors will be asked to **show identification**. The procedure for persons not authorized to pick up campers: In a case in which an unauthorized person arrives to pick up a camper, the camper will not be released. The camp Instructor will approve a person to pick-up the camper only if written permission is given by the parent, prior to the time of pick-up. In emergency situations (car accident, major incident), the parent may give verbal consent to the camp Instructor.

### Restraining Orders

In situations involving restraining orders, a copy of the court order must be in the child's file on the premise. State law mandates that a child must be released to either parent regardless of custody arrangements. This **ONLY** exception is when a current restraining or court order is in our possession.

## CODE OF CONDUCT

### Camper Rights:

Be respected, a safe environment, succeed and fail without fear, listen and be heard.

### Camper Responsibilities:

Be on task. Not demean others. Respect others and their property. Follow directions, ask questions. Listen respectfully to others' ideas and wait your turn to speak. Stay with the group.

### Staff responsibility:

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.

## ENSURING POSITIVE EXPERIENCES

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

Respect – for yourself, others, and FGPR property.

Dignity – for others' points of view and differences.

Honesty – in athletics and activities.

Responsibility – for actions and words.

Teamwork – valuing everyone's contribution

### Behavior Management Policy

We strive to use positive approaches to behavior management, and we will work with participants and families when behavior issues

arise. We will only dismiss a participant in extreme situations, and/or after we have worked with the participant and family to explore all other options.

Please remember City operated programs are designed as a large group interaction experience. Discipline will be administered and maintained in a positive manner which is child-centered and contributes to the child's development. Staff will share information about the child's behavior, progress, and problems with parents/guardians on an on-going basis through discipline logs.

We encourage communication between parents and staff in order to create a friendly partnership for the benefit of the children. Staff 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 programs.

### Summary of Method

If a camper engages in inappropriate behavior, then the FGPR 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 document participant behavior. The staff is primarily responsible for the maintenance of proper participant behavior both within and outside of the classroom setting while attending FGPR 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 their supervisor who will contact participant's parent(s) or guardian(s). Staff will work with parent(s) or guardian(s), instructors and other stakeholders for the purpose of gathering additional information and developing additional support 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. FGPR 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 their Lead Staff, 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 Lead Staff. Returning to Step 1-3, interventions and alternate strategies may be considered by the Recreation Coordinator. For severe deviant behavior, incorrigibility, or repeated violations, the participant may be suspended from FGPR program for one to five (1-5) days by the 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 Recreation Coordinator 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 FGPR 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.

## Medication

Staff do not administer medication but will supervise participants capable of administering their own. In case of a life-threatening situation where the participant is unable to administer medication such as an epi-pen or asthma inhalers, staff will assist.

## Children with Special Needs Assistance

Camps are designed as a large group interaction experience. While the City will consider any request for accommodation if your child has special needs, accommodations for a special needs child may be limited due to shortage of staff expertise and facilities. We invite all parents who believe their child will require accommodation due to a physical, emotional, developmental or behavioral disability to contact the City prior to signing up your child for summer.

## Emergency Procedures

Your child's safety is our number one priority. We believe that hazard elimination is the key to accident prevention. Our camp managers are trained to inspect program sites daily for any potential hazards. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All program sites have access to a telephone and recreation leaders carry a first aid kit. In the event of a minor injury to your child - scraped knee etc., camp staff will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a staff member will accompany your child.

## Participant Safety

While children are attending summer camp programs; our staff's primary objective is to ensure that participants have a happy and safe recreational experience. Please be aware that our staff is legally obliged to follow established legislation and standards with respect to the reporting of suspected child abuse.

## PREPARING YOUR CHILD FOR CAMP

### What to Bring to Camp (Rain or Shine)

To make the most of your child's time at camp, please ensure that you inform our camp staff of any special needs or medical conditions that your child may have and that the following items are brought with your child each day:

- Lunch and Water (free summer lunch available through the FGSD Summer Meal Program on select days. Detailed in your welcome email agenda.
- Additional snacks
- Comfortable running shoes (open toe sandals are not appropriate)
- Sun hat and sunscreen (30SPF or higher)
- Please mark child's name on all articles using permanent marker
- Water bottle
- Swimsuit and Towel on Swim Days. Detailed in your welcome email agenda.

### Dress Code

All children are required to wear shoes with closed toes and a secure backing every day. NO flip flops or backless shoes can be worn. Keep in mind that we often paint, play in the dirt, and make memories, and that clothing may get dirty or stained. All children must be toilet learned.

## Money and Valuables

The camp staff will not be responsible for any money or valuables brought to the programs. Please do not send your child with cash to use at vending machines, or gift shops. Camp is a technology free camp. We found that phones, smart watches, tablets and computers only disconnect children further and prevent them from getting a true camp experience. We strongly discourage participants from bringing any electronic devices home.

If a camper chooses to bring an electronic device such as a phone or tablet, the device will be kept in the camper's backpack the entirety of the day. Camp staff and Forest Grove Recreation will not be responsible for electronics, phones, and/or tablets brought to camp. If a parent needs to reach their camper, camp supervisors can be contacted.

## Packing a Lunch

On field trip days, or if your child is not utilizing the Summer Meal Program, then please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp.

**Refrigeration is not available.** Therefore, we recommend insulated lunch bags or packing a frozen drinking box or ice pack in your child's lunch to keep the food cold and fresh. Refrigerating your child's lunch overnight also helps. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle.

## Nut Alert + Other Dietary Needs

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products will not be allowed at camp. Camp Staff are trained in recognizing and responding to allergic reactions, including the use of epi-pens. Safety

is a priority for everyone, we ask that you join us in our commitment to providing a safer environment for all participants and staff. Please communicate any dietary needs that your child/ren may have by speaking with camp staff.

## PLEASE NOTE THE FOLLOWING FACTS:

SEVERE ALLERGIC REACTIONS • (Anaphylaxis) can cause shock, cardiac arrest and death if not treated promptly.

FOOD ALLERGIES AFFECT ABOUT • One in four people. That is 25% of the population. TRACE AMOUNTS OF NUT CAN • Cause a fatal reaction for severely allergic individuals.

## ...What You Can Do

It is important that your child has nutritious lunches and snacks while participating at camp. Kids love peanut butter, but there are many other healthy lunch alternatives.

## Sunscreen Policy

We are all concerned with the damaging effects of the UVA and UVB ultraviolet rays. For this reason, we request that all parents apply sunscreen to their child before camp. Recreation staff will periodically check to ensure that children are wearing sunscreen. Sunscreen is available for participants to use, but staff will **not** assist in applying sunscreen.

## Lost and found

Please check for your child's belongings at the end of every day. Recreation staff and participants review the lost items regularly and hopefully all items will be claimed by their owners. Please put your child's name on all their belongings to assist us in finding the

rightful owner. Any items not claimed by summer's end will be donated.

### Photo & Video Policy

Occasionally photos and videos may be taken of participants in the programs, classes and activities. These photos and videos may be used in future program guides, brochures, website, pamphlets, flyers or news releases. Let us know if you do not want your child photographed.

### FIELD TRIPS

Every **Wednesday** we have a big field trip scheduled. Additional waivers are often required by the field trip destination, please pay close attention to these details and requirements. Typically communicated in the welcome email and on the first day of camp.

### Camp Grove T-Shirts & Safety

#### Wristbands

Camp shirts are required on all Field Trip Wednesdays. Every child must wear a Camp Grove t-shirt to help staff easily identify campers while out in busy public spaces. This also helps other adults know where a child belongs if they become separated from the group.

Starting this year (2025), each camper will receive **one free Camp Grove t-shirt** during their first week of camp. Campers may reuse the same shirt each week or wear a shirt from a previous summer if it still fits. Feel free to donate your hand me down shirts for another family!

In addition to their camp shirt, each child will also wear a **silicone wristband** with the Camp Grove phone number printed on it for added safety during field trips.

Extra shirts are available for \$10. You can:

- Pay cash to camp staff on site, or
- Pay online—an extra shirt will be ready by the following Wednesday.

### Swim Days at Forest Grove Aquatic Center

On select days (see your detailed agenda packet each week) we will be walking to Forest Grove Aquatic Center to swim. We have made note of your response during registration and will identify those who are required to wear a life vest with a red wristband. Pool staff have been informed of this to help aid in their safety. Please send your child with appropriate swim gear and a change of clothes. Campers will be supervised in the locker rooms, but staff will **NOT** assist in the changing process. Your child must be able to change efficiently on their own. Private changing rooms will be available as well. Campers are welcome to bring their own life vest and goggles, but the vest must be inspected by staff before use.

During swim days at the Forest Grove Aquatic Center, a certified lifeguard will be on duty in the pool area, though no lifeguard is stationed at the splash pad. Aquatic Center staff are the primary supervisors and have full authority to enforce safety rules, determine if a child must wear a life vest, or restrict swimming privileges if a child is not following directions—regardless of parent preference.

### PARENTS AS PROGRAM PARTNERS

#### Parent Involvement

Please take the time to introduce yourself to your child's camp leaders. Your comments, suggestions and your participation in our programs are most welcome.

### **Feedback Welcome**

We care about what you think of our programs, and we are always open to suggestions. Electronic program evaluation will be distributed to all parents at the end of every program week.

### **Tax Credit Number for Child and Dependent Care Expenses:**

**#93-6002164**

**Thank you for taking the time to review the Camp Grove Parent Handbook. We're excited to spend the summer with your child and are committed to creating a safe, fun, and memorable experience for all campers. If you ever have questions, concerns, or need to connect with staff, please don't hesitate to reach out. Here's to a great summer at Camp Grove!**