

Welcome! SUMMER 2021

Thank you for choosing one of our Mountlake Terrace Youth Programs for your child to participate in this summer. We hope this Handbook will answer many of your questions regarding our policies and procedures. Additionally, most parent concerns can best be answered by the staff that works directly with their children. Please feel free to contact us at 425-776-9173, ext 1113, with your questions, feedback or concerns.

<u>MLT Minors - Jr Kids Krew Camp Leader:</u>	Tara Shannon
<u>MLT Majors Camp Leader:</u>	Kellie Thornton
<u>MLT All Stars Camp Leader:</u>	Payton Love

You can also contact any of the following people with your concerns or feedback regarding the City of Mountlake Terrace Youth Programs:

<u>Youth Programs Coordinator:</u>	Mark Haug	425-776-9173 ext 1108
<u>Youth Programmer:</u>	Tracie Neal	425-776-9173 ext 1113
<u>Support Services Supervisor:</u>	Renee Norton	425-776-9173 ext 1104
<u>Youth Programs Supervisor:</u>	TBT	425-776-9173 ext 1105

If you have an emergency and cannot get through to us on the listed telephone numbers, please call the Mountlake Terrace Recreation Pavilion's main number at 425-776-9173 and they can get a message to us. We look forward to working with you and your family during the summer.

The Recreation Pavilion Youth Programs has developed a crisis/disaster preparedness policy which includes the summer camp programs. In the event of a major crisis/disaster our Youth Programs out of state contact is:

Ryan Shannon: Belgrade Mt. 425-350-7727



PROGRAM OVERVIEW

Camp will not be available on national holidays or days when the Mountlake Terrace Recreation Pavilion is closed. All full day camps and the before/after camp care programs have been certified by the Washington State Department of Early Learning and as such are required to follow Washington State licensing requirements for child care centers. These camps also accept DSHS or other third party subsidies for qualified applicants.

JUNIOR KIDS KREW CAMP -- ages 3 - 5

This summer child care option includes summer camp activities such as songs, games, arts and crafts, recreation swims and walking trips to local parks. Campers must be able to dress themselves and have independent toileting skills in order to attend. Registration is by the month with tuition due June 15th for July and July 15th for August. Campers may be here a maximum of 10 hours a day between 6:30 am and 6:30 pm. Programs are held at the Recreation Pavilion unless otherwise indicated. ***This camp will swim on Wednesdays from 11:00-11:30.***

A typical daily schedule includes:

6:30-7:00 camp groups combined in the Riverview Room:	
free choice activities/clean-up	1:45-3:15 quiet time
8:00-9:30 Small group activity	3:30-4:00 Snack
9:30-10:00 Snack	4:00-4:30 Outside Time
10:00-10:20 Morning meeting	4:30-5:00 Books, Puzzles, Music
10:20-12:00 activity time to include songs, games, arts, crafts, etc.	5:15-6:30 – camp groups combined in Riverview Room; free choice activities/clean-up
12:00-12:45 lunch	
12:45-1:45 – activities vary between playground, tricycles, hikes, group games, etc.	

MLT MAJORS CAMP – entering 1st and 2nd Grade

This traditional summer camp program includes songs, games, arts and crafts, recreation swims and walking trips to local parks. Four special field trips are planned for this group throughout the summer. Registration is by the week with tuition due two weeks prior to the start of camp. Camp hours are 9:00 am to 4:00 pm with before and after care available for an additional fee. Programs are held at the Recreation Pavilion. Before & after Camp care is in the Riverview Room. Schedules and calendars are available for parents at the sign-in/out table.

MLT ALL-STARS CAMP – entering 3rd through 6th grades, or age 12

Songs, games, new friends, arts and crafts, recreation swims, walking trips to local parks, weekly field trips and more awaits those enrolled in this camp. Registration is by the week with tuition due two weeks prior to the start of camp. Camp hours are from 9:00 am to 4:00 pm with before and after care available for an additional fee. Programs held at the Terrace Park School, Schedules and calendars are available for parents at the sign-in/out table.

FIELD TRIPS FOR MLT Majors and MLT All Stars

We leave promptly for all field trips; weekly notices will be available at the sign in/out table as a reminder. No on-site care will be available if your camper misses the field trip bus. You may however, bring your camper to the field trip location and sign them in there. Since field trips are part of the camp experience, no alternate care will be available at the Pavilion or the Terrace Park School Gym for campers not going on the scheduled field trip. ***All staff and campers are required to wear their camp shirt on field trip days.*** One shirt is included as part of your registration fee. Extra camp shirts may be available for purchase.

PHYSICAL ACTIVITY FOR ALL CAMPS

All campers engage in daily physical activity that promotes fitness for health and movement skills. Promoting and fostering enjoyment of movement and motor skill competence and confidence at an early age helps to ensure that children develop active, healthy habits. Children will have daily opportunities to engage in both structured and unstructured physical activities. Safe areas are available both indoors and outdoors for large muscle activities. Structured activities include large active group games in the gym as well as outdoor play such as football, baseball, four square, jump roping, etc. During the day and/or lunch period, they have time for unstructured play on the playground equipment on site. Program participants also have the opportunity to swim for an hour each day unless they are off-site on a field trip. [Junior Kids Krew camp swims once a week instead of daily.]

STAFF QUALIFICATIONS

We have a team of caring, energetic, creative and experienced people who are well versed in setting up programs that stimulate a camper's natural curiosity about the world around them. All staff maintains current First Aid and CPR certifications and have a college degree in a related field or experience working with children and youth. They attend summer camp training prior to the start of our summer program on such topics as health and safety, program ideas, songs, games, child abuse and neglect recognition, positive communication and guidance techniques. Many of our summer counselors are with our school year programs and are already familiar with the policies and procedures of our recreation department. All staff, including volunteers, goes through an application process that includes a criminal history background check through the Washington state Department of children, youth and families.

We also offer a ***Counselor in Training program*** for ages 14-18 years. All candidates go through an application process and once approved go through training and a criminal history background check. CIT's assist staff in leading games, sports, arts and crafts for children ages 3 through 12. CIT's also assist with walking trips to local parks, field trips, recreation swims and weekly theme based activities.

GIFT POLICY

As employees of the City of Mountlake Terrace, staff is prohibited from accepting money, gifts, services or other types of gratuities of any value from the public to include businesses, vendors and others. Acceptance of gifts/services by city employees could be inferred as an attempt to influence the employee in the performance of their duties or as a reward for any official action. A handmade card from the camper would be ok as long as the card does not contain anything of value, e.g. gift cards/certificates, etc. There are no exceptions to this policy.

GENERAL INFORMATION

One of our goals during summer camp is to offer a variety of opportunities in a fun, safe and health conscious environment. Therefore our campers are involved in daily physical activity and are encouraged to eat healthy. Our staff is also committed to healthy eating habits and participating in fitness activities during camp hours.

WHAT YOUR CAMPER NEEDS TO BRING TO CAMP EACH DAY

- ◆ Backpack to keep their treasures/extra change of clothes/lunch in
- ◆ Swimsuit and towel – we plan to swim each day except for designated field trip days; JR Kids Krew Camp will only swim on Tuesdays.
- ◆ A disposable sack lunch with beverage [no soda or energy drinks please]. Keep in mind we will be unable to heat or refrigerate items as we will most likely be off-site at a park or elsewhere during lunch. We suggest freezing a juice box to help keep the lunch cold.
- ◆ Bring healthy snacks and plenty of water to drink. We strongly encourage the use of water bottles in order for the campers to remain properly hydrated throughout the day.

WHAT YOUR CAMPER SHOULD NOT BRING TO CAMP

- ◆ Money – Campers are not allowed to use vending machines or purchase items from the “Spresso Splash” cart during camp hours.
- ◆ Please leave Electronic Devices including cell phones, MP3 players, gaming devices, iPods, etc. at home.

If these items show up, staff has instructions to hold on to them until the end of the day when the item will be returned to the camper’s parent/guardian. If there is an emergency and your camper needs to contact you, our staff has cell phones available for this purpose. If you need to contact your camper, you can call the main number—425-776-9173, leave a message and we will get it to your camper as soon as possible.

- ◆ Toys, games, jewelry, or other personal items unless your camper has been asked to bring it for a specific purpose such as a talent show, show & share activity, etc.

PLEASE REMEMBER TO LABEL ALL PERSONAL BELONGINGS INCLUDING YOUR CHILD’S SWIM TOWEL BROUGHT TO CAMP. If it has a name on it, we can return it to its rightful owner. We do maintain a lost and found for articles which cannot be easily identified. Items are kept for approximately 30 days and if not claimed are donated to charity. The City of Mountlake Terrace Recreation and Parks Department is not responsible for any lost, stolen, misplaced or damaged items.

WHAT YOUR CAMPER SHOULD WEAR TO CAMP EACH DAY

In order to maintain a positive experience and focus on the safety of the campers, the following dress code is in place during the summer. Since campers will be participating in recreational or athletic activities every day, they should wear comfortable clothing so they are ready to explore the day's activities. Since our weather can be unpredictable, we suggest "layering" for comfort. Campers will be spending lots of time in the out-of-doors. Please be sure their feet are protected as well with sturdy walking shoes such as tennis shoes [preferred] **No flip flops, or backless shoes are permitted.**

All campers regardless of age should have a change of clothes in their backpack or in a plastic zip lock bag to be kept on site in case of accidents. We do get dirty or muddy sometimes as well as enjoy water play on hot days. A camper's soiled clothing will be placed in a plastic bag and sent home with the camper's parent. Parents will be called to come and pick up their camper if there is no extra clothing available at the site.

WHAT YOUR CAMPER SHOULD NOT WEAR TO CAMP

Shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco or gang references; revealing clothing/excessively short shorts/excessively loose pants or shirts are all unacceptable camp attire. Flip-flops, or backless shoes **CANNOT** be worn to camp for safety reasons. Parents will be called and expected to pick up their child or bring appropriate attire for their camper to change into.

APPROPRIATE CAMP BEHAVIORS

Campers are expected to display appropriate behavior at all times. To assure the maximum enjoyment of the program by all campers, please review the following guidelines with your child. Campers are expected to:

- Show respect to all campers, staff and the environment
- Be pleasant to others and refrain from using foul language
- Refrain from causing harm to self, other campers and staff
- Use equipment, supplies, and facilities properly
- Stay with their group
- Exhibit appropriate group behavior with minimal verbal prompts (doesn't disrupt the flow of activities and no more than two prompts per hour)

MEALS & SNACKS Campers enrolled in our full day programs will need to bring a nutritious sack lunch with beverage each day. State guidelines suggest you include a protein food, one or two servings of fruit or vegetable, cereal or grain product and juice or milk to drink. ***Please do not send candy, gum or soda, energy drinks or other non-nutritional foods with your camper.*** Lunches are also available for ***purchase by the parent*** in the morning from the espresso cart at the Pavilion. If for some reason your camper does not have a lunch, one will be provided and you will be charged accordingly. Please keep in mind staff are not able to heat or prepare your

camper's lunch. We suggest freezing juice boxes or putting a cold pack in your camper's lunch to keep items cold. ***Campers are not allowed to share food items brought from home.***

Campers enrolled in our before care or after care programs will be offered a snack between 7:30 and 8:00am and between 4:00 and 4:30pm. These nutritious snacks will include at least two of the following components:

Dairy product such as milk or yogurt
Protein such as cheese, meat or tuna

Grain product such as cereal or crackers
Fruit, vegetable or juice

City of Mountlake Terrace Youth Programs does not serve peanut butter or known peanut products. Every effort will be made by the staff to separate campers who bring peanut products for lunch from those campers with known nut allergies. However, due to the nature of our summer camp programs, we cannot guarantee an environment free of nut products or nut oils.

If your camper has any known food allergies, dietary restrictions or specific nutritional requirements, please be sure you have indicated such on your registration form. It is not possible for us to provide nutrient concentrates or supplements, a modified diet or allergy diet except with written permission from your camper's health care provider. Parents are responsible for providing alternative foods such as soy milk, gluten free products, etc.

DROPPING-OFF and PICKING-UP CAMPERS Per state law, all campers, regardless of age, must be signed in and out by a parent/guardian or designee daily. ***Full signatures are required. Designee must be at least 18 years of age and have valid photo ID. Staff is required to check photo ID of anyone, including parents/guardians, they do not know. Please bring photo ID with you when you come to pick up your camper.*** Campers may not sign themselves in or out; however, staff may sign campers in and/or out under special circumstances with written pre-approval from the parent and authorization from the Youth Programmer. An example of this would be a disabled parent/guardian who has trouble walking in and out of the building.

If someone other than the parent/guardian is picking up your camper, please notify the staff prior to pick-up. If that person is not on your pick-up list, a signed written note giving their full name and date authorized to pick camper up is required from the parent/guardian **prior** to pick-up time. Telephone calls are not acceptable authorization. You may, however, fax the note to us at 425-775-2365.

If at any time, a staff member feels a parent/guardian's behavior indicates that they are not able to safely transport the camper, the staff person will approach the parent/guardian with their concerns and offer to call a backup person from the pick-up list. If the parent/guardian insists on leaving with the camper, staff have been instructed to call 911 and report what has occurred.

LATE PARENTS Please make every effort to pick your child up on time. Full day camps end at 4:00 pm; after-care ends at 6:30 pm. ***If you are running late, please give us a call at 425-776-9173.*** This prevents worry on the part of the child and the staff. ***It does not cancel out late fees.*** Late parents are assessed a base fee of \$5.00 plus \$1.00 for each additional minute. For example a parent who arrives at 6:35 pm to pick up their child will be charged a late fee of \$10.00. Late fees need to be paid at the Pavilion front desk that day. Three late pick-ups could result in camper's dismissal from the program.

Please have several contact people listed on your camper's registration form that may pick your camper up if you are running late. If parents have not contacted the site and/or campers are still here 45 minutes after their program has ended, staff has been instructed to contact police and CPS and to relinquish children to the appropriate authorities. For full day camps this would be 4:45pm and for after care this would be 7:15pm.

NONDISCRIMINATION POLICY The Youth Programs of Mountlake Terrace honor and respect the diversity of families, and is committed to providing an enriched environment for all participants. In efforts to promote an awareness and understanding of the world around us, planned activities appropriate to the camper's age and developmental level will include lessons about customs and celebrations of other cultures. Religious education is not part of our programs. Families, extended families, and the community are also encouraged to share interests, hobbies and cultural information or activities. We also promote diversity through music, dramatic play, active outdoor play and language opportunities. The Youth Programs of Mountlake Terrace will not discriminate against program participants or staff due to race, sex, national or ethnic origin, sexual orientation, religion, economic status or disability.

HEALTH CARE POLICIES & PROCEDURES

If your child has specific medical circumstances, such as asthma, diabetes, severe allergies, seizures/epilepsy, physical limitations/disabilities, vision loss, hearing loss, cancer, daily medications to be given during camp hours, etc., we require that parents/guardians meet with the Youth Programs Coordinator prior to registering as additional forms may need to be completed by your child's health care provider prior to their first day of camp. The Mountlake Terrace Recreation & Parks Department welcomes the participation of all individuals in our programs, including those with disabilities. The sooner we know about your child's specific situation, the more time we have to make reasonable accommodations to improve the camper's summer recreation experience with us. A medical examination to ascertain that a camper is free from any communicable condition is recommended. Children may be checked by their own health care provider. Physicals should be updated annually. The following health records will be maintained on each camper in the program: health history, current immunization status, accident reports and record of authorization by doctor for medications. The staff will do everything in their power to maintain the health, safety and well being of all campers in their care.

Immunizations By state law, a signed and completed Certificate of Immunization Status form [received as part of the registration packet] is required for admission to any of our Youth Programs, including all summer camp programs, and must be on file prior to the camper's first day of attendance. Parents should consult their health care provider for dates of booster shots.

Contaminated Clothing Soiled clothing will be placed in a plastic bag and sent home with the child's parent/guardian. Extra clothing may be available at the center for children who need to change and do not have their own change of clothes. Parents will be called to come and pick up their camper if there is no extra clothing available at the site.

Communicable Diseases Licensed child care facilities are required to report communicable diseases and other conditions to their local public health department. The following is a partial list of the diseases that must be reported. This list represents diseases that are most likely to be found in child care/summer camp settings. For a complete list of reportable diseases, you can visit www.doh.wa.gov/notify/forms. Please notify us immediately if your child contracts any of the following diseases or any unexplained critical illness or death:

Animal bites	Influenza
Bacterial Meningitis	Listeriosis
Campylobacteriosis (Campy)	Measles (Rubeola)
Cryptosporidiosis	Meningococcal infections
Cyclosporiasis	Mumps
Diphtheria	Pertussis (Whooping cough)
Enterohemorrhagic E. Coli, such as E. Coli 0157:H7	Polio
Food or waterborne illness	Rubella (German Measles)
Giardiasis	Salmonellosis including Typhoid
Haemophilus Influenza Type B (HIB)	Shigellosis
Hepatitis A (acute infection)	Tetanus
Hepatitis B (acute and chronic infection)	Tuberculosis (TB)
Hepatitis C (acute and chronic infection)	Yersiniosis

Should a child at the center become ill and expose others to any of the above mentioned diseases, parents and legal guardians will be notified. Snohomish Health District will provide the necessary parent notification information. Children and staff who have a reportable disease may not attend any program at the Pavilion unless approved by the Snohomish Health District.

MEDICATION MANAGEMENT If possible, please give medication before and/or after camp. If a child has a condition where the Americans with Disabilities Act (ADA) apply, reasonable accommodations will be made and the child will be given medication. Medications MAY BE GIVEN to any camper who is attending a summer camp program for more than 5 hours but ONLY with written instructions from the child's health care provider. Staff will not administer medication when there is not appropriate consent, or if the consent is over 1 month old for short-term (acute) illness or over 6 months old for long-term (chronic) illness. If we must administer medications, the following basic procedures will be followed:

- The physician and parent/guardian must fill out a permission slip authorizing the City of Mountlake Terrace summer camp staff to administer the medication.
- All medications must be in original containers with original labels. Parents must provide proper dispensing device for measuring liquid dosages.
- Over the counter medications must be age and/or weight appropriate for the camper and must be in the original container with label intact and camper's name written on the container.
- Staff will document each time a camper is given medications, whether prescription or over the counter. Staff will document any observations of the camper in relation to the medication taken (e.g. side effects). Reactions to the medication will be reported to the parent immediately and if necessary, 911 will be called.

Sunscreen is treated as an over the counter medication. We can apply from our bulk supply only with signed and completed parent authorization. Sunscreen will be applied in a manner to prevent contaminating the bulk container. For example, if in a pump container, the sunscreen will be pumped into the hand, held about a half inch under the pump. If in a tube, the sunscreen will be squeezed out onto a paper towel and given to the person to apply to their skin.

ILL CHILDREN For the health and safety of counselors and campers alike, we strictly follow the general exclusion guidelines provided by the Snohomish Health District to help prevent the spread of illness. Campers may NOT attend camp if they are experiencing any of the following symptoms:

- Temperature of at least 99° F under arm or 100° F orally AND who also have one or more of the following:
 - *headache
 - *sore throat
 - *earache
 - *rash
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea (increased fluidity and/or frequency of bowel movements) occurring 3 or more times within 24 hours; or any bloody stool
- Any suspected communicable infection of the skin or eyes such as impetigo, MRSA, pinkeye and scabies
- Open or oozing sores, unless properly covered and 24 hours have passed since treatment, if treatment is necessary

- Lice or nits (for head lice, children and staff may return to child care once no nits are visible)
- Fatigue, irritability, or confusion that prevents participation in regular activities, such as sleeping or resting more than usual, not wanting to eat, or multiple cold symptoms that keep the child from regular activities, including going outside to play.

Parents will be called to come and pick up their camper if any of the above symptoms are present and/or develop during the course of the day. We do not give credit for days missed due to illness.

INJURED CHILDREN An injury log is maintained for each camp. Minor injuries are treated according to Red Cross standards by an adult holding current certification, recorded in the log and parents notified at time of pick up. If a camper should be seriously injured, the injured camper will be given First Aid treatment according to Red Cross standards by an adult holding current certification. While immediate first aid is given, an authorized person will call 911 (depending on severity of situation) and the parents. The camper's emergency card will be pulled immediately for medical references (allergies, seizures, etc.). If professional medical personnel feel it necessary, the camper will be transported via aid car to Swedish Hospital. If parents/guardian are not present, the Youth Programmer or designee will go to the hospital and stay with the camper until the parent/guardian arrives. The injury will also be recorded in the injury log and, if required, reported to our child care licensor and/or CPS.

GENERAL SAFEGUARDS FOR ALL CAMPERS

Parents are asked to inform staff in writing whenever there are changes to the camper's health such as allergies, new or changed medications, physical impairments, booster shots given or other physical changes. Also please keep us informed of changes in your family structure. These changes can often lead to emotional and physical reactions in campers. It is easier for staff to support your camper through these changes if the staff knows what is going on. Divorce, death, a parent or sibling in jail, birth of a new baby in the household and new step parents are just some of the changes that might affect how your camper reacts in our program. Any information of a confidential nature will be shared with staff members on a need to know basis.

MLT All Stars transitioning between playground and bathroom will inform a staff member as to where they are going and use the buddy system to provide for safer transitions. They will also notify the staff member upon their return. A staff member will be within auditory range during these transitions. At all other times campers will be under direct visual supervision of a staff member. Preschool age campers & MLT Majors will be under the direct visual **and** auditory supervision of a staff member at all times except when toileting and then only auditory supervision will be used.

FIELD TRIPS Attendance and headcounts are taken before leaving to be sure all campers and staff is accounted for and again before departing the field trip site to return to the Pavilion. While on a field trip we keep all campers within visual range and do headcounts often-at least every 20 to 30 minutes and every time we have a transition from one area to another. Every effort will be made to maintain a lower ratio while on field trips. We try to maintain 1 to 8 for All Stars and 1 to 5 for Majors. All campers must remain within visual range of a staff member at all times.

When using public restroom facilities, one staff person is responsible for physically going in to the bathroom to be sure it is safe for the campers to use before a camper enters. Staff remain next to the door so campers can be heard and use the facilities in private. If the public come to use the restroom at same time, our staff has been instructed to kindly ask if they will wait until the campers are finished. If not, staff takes extra precautions to keep the campers safe such as physically standing inside the restroom while maintaining the camper's privacy.

When walking with the children to a park or other location, one staff person is at the head of the line and one staff person is at the back of the line. If more than 2 staff, other staff members are placed in line accordingly. Campers may walk in pairs or single line depending on the route. No camper is to be in front of or behind a staff member.

PARENT ACCESS TO CAMPERS Parents are welcome to visit their campers at any time unless a restraining order, parenting plan or court document governs association with their child. If a person is in violation of a court order, he/she will be politely asked to leave the premises. Law enforcement [911] and the custodial parent will be called if the parent refuses to comply. If there is any question regarding pick-up authorization, the custodial parent will be contacted. A non-custodial parent cannot be prohibited from picking up a child if there is no court order limiting parental access to the child on file at the camp/program site.

For the safety and protection of campers enrolled in our programs, all persons, including parents, visiting the programs must check in with the camp leader, youth programs coordinator or youth programmer. Visitors to our program will be limited to one hour and are under the same ethical expectations as staff members. Namely, they will respect the rights and dignity of each camper and staff member. Whatever takes place in the program area must remain confidential, whether it pertains to a staff member, another parent, or a camper's comments, behavior or work.

Persons, including parents, who visit our program on a regular basis, will be asked to complete a volunteer application, which includes a current TB skin test and a criminal history background check through Department of Early Learning. Failure to do so could result in denial of visitation rights.

POSITIVE GUIDANCE AND DISCIPLINE Our Youth Programs strive to meet the needs of all campers by setting clear guidelines and boundaries appropriate to each stage of development. We work to help your camper develop self-control, appropriate behavior and respect for the rights of others. If problems arise staff will use positive guidance techniques such as modeling and encouraging expected behavior; redirecting camper to more appropriate activities; providing alternate activities for the camper; using positive reinforcement and encouragement; removing the camper from the situation until he/she is ready to rejoin the group. We do not use or endorse any form of corporal punishment by anyone, including parents, which includes jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

The following behaviors are considered **SEVERE**.

- * endangering self or others
- * swearing, insolence, physical violence
- * destruction of property
- * obscene gestures to an adult or child
- * leaving the program site or area of direct supervision
- * bullying
- * **THREATS**, verbal/written/or otherwise. Any camper who makes a threat against another person will be subject to immediate suspension and/or termination from the program.

Parents will be called and asked to come and pick up their camper immediately. It is the expectation of the program that parents will make themselves available for an immediate pick-up, or will make arrangements for someone else to pick their camper up if they are not immediately available. Failure to comply with requests for immediate pick-up may jeopardize our ability to provide future care. A parent conference with the Program Coordinator and/or camper's Recreation Leader will be scheduled to discuss the issues. Any camper who makes a threat against another person will be subject to immediate suspension and/or termination from the program. We are committed to working with you in the best interest of your camper and the rest of the campers in our care.

CPS REPORTING As with other child-oriented agencies, our staff is mandated by Washington State law to report immediately to the local law enforcement agency or Child Protective Services any instance when there is reasonable cause to suspect the occurrence of physical, sexual or emotional abuse, child neglect or exploitation. It is not our choice to determine whether an incident should be reported and we are not required to notify parents if this occurs, except upon the recommendation of Child Protective Services or the local law enforcement agency. Please keep in mind that a report only raises the question about the state of a child and can be the beginning of a process to help parents with their problems and protect their children.

PESTICIDE POLICY Every effort will be made to notify parents/guardians in writing a minimum of 48 hours in advance of a pesticide application. This information will be posted in a prominent place at the camp's sign in/out table or on the parent board. At a minimum the notice will state: (a) the product name of the pesticide to be applied; (b) the intended date and time of application; (c) the location to which the pesticide is to be applied; (d) the pest to be controlled; (e) the name and phone number of a contact person. At Terrace Park pesticide applications are done through the Edmonds School District. At the Pavilion pesticide applications are done through the City of Mountlake Terrace.

CONFIDENTIALITY Any problems your camper may be having at home or school may affect his/her behavior at our program. Please keep the staff informed so that we can be sensitive to your camper's needs. By working as a team, we can provide the best environment for your camper's growth and development. Any information of a confidential nature will be shared only with those who need to know.

NOTE: If you wish to review our complete Health Care Policy, complete Crisis/Disaster Preparedness Policy and/or our complete Positive Guidance and Discipline Policy, please contact the Camp Leader, Youth Programs Coordinator or the Youth Programmer listed in the beginning of this handbook.