Welcome to Duck Trails Camp 2017!

We are so excited to have your camper participate in another fun-filled summer of full-day camp programs!

Please take some time to read through the important information enclosed in the parent handbook and share pertinent information with your camper prior to their first day at camp. If you have any questions, don’t hesitate to contact us. We’ll see you at camp!

**Duck Trails Camp Mission Statement**

Duck Trails Camps are built upon our belief that every child deserves a safe and fun recreational summer camp experience. The Duck Trails staff create a low pressure, high energy, positive environment where children are encouraged to build friendships, explore their creativity, and have the time of their lives. We want all campers to leave everyday thinking it was the best day ever!

**Duck Trails Camp Leadership Staff:**

*Duck Trails Camp Director*  
Trish Dorman (Dot)  
trishd@uoregon.edu

*Duck Trails Camp Coordinator*  
Sean Graninger (Space Cadet)  
seangran@uoregon.edu

Camp Office Phone Number  
541-346-1057

**Camp Location and Contact Information:** Drop off for all summer camp programs takes place on Gerlinger Field, on the corner of University St. and E. 15th Ave. Pick up takes place directly across the street on the grassy area in front of the Student Rec Center (map enclosed at the end of this handbook). Metered parking spots are available on University St. and only take quarters. *Please make sure you have ample time on your meter and park only in marked stalls when dropping off or picking up your child or you will be ticketed!*

Duck Trails Camp headquarters aka “The Pond” is located in Gerlinger. If you ever have trouble finding camp, you can also ask for help at the welcome desk located just inside the Student Rec Center or call 541-346-4183.
**Camp Activities:** The schedules of all Duck Trails Camp programs vary daily. Throughout the session your camper may engage in activities such as camp games, rock climbing, swimming, cultural immersion activities, on campus field trips, scavenger hunts, interactive presentations, physical fitness, arts, sciences, and special events! Feel free to speak to your child’s counselor in the morning to find out the specific activities they will participate in that day.

**Drop-off and Pick-up:** Drop-off runs between 8:30 and 9:00am at Gerlinger Field. Walk up to the field and sign your camper in on their group sign in sheet daily. Programming starts promptly at 9:00am, so please do your best to arrive on time! If you have to drop off your camper late, please call the camp office at 541-346-1057 so we can get them connected with their group. Pick-up runs between 4:10 and 4:30pm on the lawn across from the Rec on the corner of 15th and University. A parent or other authorized adult (as indicated on the registration form) must show a picture ID when signing out their camper. If you plan on picking up your child early, please communicate that with your child’s counselor in the morning. Reminder notes are often placed on the clipboard at pick-up, so please keep an eye out for them!

**Before and After Camp Care:** Before and after camp care is available at an additional cost of $30 per week, starting at 7:45am and ending at 5:30pm. If you did not sign up for this option when you registered for camp, you may add it the first morning of the session in which your child is enrolled. Single day before/after camp care is also available for $10 per day. The drop-off and pick-up location for before and after camp care remains the same as usual.

**Late Pick-Up Fees:** Parents who do not sign their child out by 4:30pm or have not enrolled them in before and after camp care are required to pay a late fee. Late fee charges are $1 per minute late per camper. Late fee payments must be made at the Student Rec Center service center desk upon pick-up or the next morning at drop-off. Campers will not be allowed to return to camp until the outstanding late fee has been paid in full.

**Swimming:** Every afternoon campers have an option to swim in the Student Rec Center swimming pool. Please be aware that this is free swim time, not swimming lessons. Send along a swimsuit and goggles with your camper everyday if they want to swim. We will provide towels! Any camper may splash around in the rec pool during swim time. However, campers are required to take a swim test before they may swim in the deep end of the pool. The swim test consists of confidently swimming half way across the width of the pool, reversing direction and returning to the starting point without assistance. Child size life jackets are available for camper use. If your camper chooses not to swim, they will be given an option of low-key activities outside the pool area.

**Visitors:** We do not allow drop-in campers or camp visitors at camp, except during the following specified times. Parents/guardians are invited to visit their campers during lunch hour, from 12:15-1:15pm, on Gerlinger Lawn. Occasionally throughout the summer we will have talent
shows or other events that family members may attend as well. We will give you advance notice of such occurrences.

**Lunch & Snack:** Please send your child to camp every day with a healthy lunch, snack, and water bottle. We are not able to refrigerate or heat up lunch, so make sure to send non-perishable food or place it in an insulated lunchbox. We do not allow campers to buy food on campus once they are under our supervision.

**Daily Supply Checklist:**

- A healthy lunch and snacks
- Water bottle labeled with the camper’s name
- Sunscreen and/or hat
- Swimsuit & goggles (The Rec provides towels!)

**Theme Days:** We love to dress up at Duck Trails Camp! Every Wednesday is Wacky Sock Wednesday, where campers are encouraged to wear their craziest socks. Each Friday we have a special dress up day and all campers are encouraged to come to camp dressed in the themed attire!

<table>
<thead>
<tr>
<th>Date</th>
<th>Theme</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>June 30</td>
<td>Superhero</td>
<td>Dress like your favorite superhero, or make up your own!</td>
</tr>
<tr>
<td>July 7</td>
<td>Dream Job</td>
<td>What do you want to be when you grow up? Dress the part!</td>
</tr>
<tr>
<td>July 14</td>
<td>Color Run (White-Out)</td>
<td>Come dressed in all white and be ready to get covered in colors! WARNING: Clothes may get stained!</td>
</tr>
<tr>
<td>July 21</td>
<td>Sports</td>
<td>Show us some team spirit!</td>
</tr>
<tr>
<td>July 28</td>
<td>Explorer</td>
<td>It’s time to take on the Oregon Trail!</td>
</tr>
<tr>
<td>August 4</td>
<td>Beach</td>
<td>Get your swimsuits, goggles, and Hawaiian shirts ready!</td>
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<tr>
<td>August 11</td>
<td>Mismatch</td>
<td>Time to dig in the closet and find the craziest outfit you own!</td>
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<tr>
<td>August 18</td>
<td>Zootopia</td>
<td>Show us your animal spirit!</td>
</tr>
<tr>
<td>August 25</td>
<td>Duck Day</td>
<td>Show your Oregon Ducks spirit in green &amp; yellow!</td>
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**Lost & Found:** Sweatshirts and water bottles are often left behind when the weather gets warmer throughout the day. Staff will remind campers to grab their items during transition times, but campers are responsible for their own personal belongings. All Lost & Found items will be turned into the Welcome Desk at the Student Rec Center. At the end of the summer, unclaimed items will be donated.

**Refunds:** Once you complete registration, your reservations are considered final. All refunds incur a non-refundable processing fee of $25. If you would like to request a refund, it must be requested no later than 2 weeks prior to the first day of the session in which your child is registered. No refunds will be issued if requested after the two-week deadline. To request a
refund, email Trish Dorman at trishd@uoregon.edu with your child’s name and the session you would like to drop.

**Transfers:** If you need to switch your camper from one session to another, you may request a transfer up to two weeks prior to the first day of the session in which your child is enrolled. Transfer requests must be made via email to Trish Dorman at trishd@uoregon.edu. Please include your camper’s name, the session in which they are currently enrolled, and the session in which they wish to be enrolled. Transfers are not guaranteed and requests will be approved only if there is space available in the desired camp.

**Allergies and Medicine:** If your child has an allergy, please provide us with written instructions stating what the allergy is, what level of exposure prompts a reaction, and which symptoms prompt which response, including the plan of action if your child is exposed to the allergen. We will have your child’s counselor go over this with you on the first day of camp.

If medication is required to be dispensed at camp, you will need to provide written permission to administer the medication, including dosing instructions. All medication must be in the original container with the child’s name, the dose, the expiration date and the medication name. Over the counter medicines can be administered under the same conditions.

**Illness and Injury:** If your child becomes ill or severely injured at camp, a Duck Trail staff member will make every attempt to contact a parent/guardian or emergency contact. We will take all necessary precautions to ensure your child receives proper medical attention, including hospital transportation via ambulance if necessary.

**Duck Trails Camp Rules:** Please review these rules with your camper prior to their first day at camp. These rules are to ensure everyone’s safety and well-being.

- Respect other campers, counselors, facilities, and equipment.
- Teasing, put-downs, and bullying is not tolerated at camp.
- Accept responsibility for your choices, even when you make a mistake or bad choice.
- Use appropriate language; no name calling or foul language is allowed.
- Stay with your group or buddy. If you need to leave the group for any reason, ask a counselor for permission first.
- Help keep our campus clean. Picking up trash and equipment is everyone’s responsibility.
- No electronic games, iPods, or cell phones are to be used during camp hours.
- Toys should be left at home as they tend to get lost at camp and can be a distraction from all of the fun games and activates we have planned.
- Tell a counselor if something is not going the way you would like. If someone makes you feel uncomfortable, scared, or hurt, tell the person to “STOP” and go tell an adult who listens. You have the right to be safe and deserve respect.
Discipline: Duck Trails Camp is committed to ensuring each camper has a positive and enjoyable experience at camp. The misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Please discuss the importance of good behavior with your child before they arrive at camp. The following progressive discipline steps will be followed in most situations:

1. Counseling: When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.
2. Time-Out: If subsequent incidents occur the student may be asked to take a "Time Out". A "Time Out" is a 5 minute period that the camper spends quietly reflecting on the incident. The camper then rejoins the group.
3. Visit to the Director’s Office and Parent Contact: If a series of discipline situations occur, the child’s parent or guardian will be contacted. We will work together to try to resolve the recurring problem.
4. Dismissal from Camp: If the child’s behavior remains unacceptable then the parent or guardian will be informed and the child will be dismissed from the program. No refund of camp fees will be given for unused camp days.

While most disruptive behavior often progresses through the above stages, some behavior results in immediate classification of Level 3 or 4. Examples include, but are not limited to:

- Anything that endangers the health and safety of campers and/or staff
- Possession or use of illegal drugs, alcohol, or cigarettes
- Possession of firearms, weapons, explosives, etc.
- Intentional destruction of property or theft
- Leaving camp boundaries or property without permission
- Engaging in physical altercations

Counselors: Our counselors are positive, diverse, and highly motivated University of Oregon students or recent alumni who bring enthusiasm and a breadth of life experiences to the camp programs. We believe that it is our counselors who set us apart from any other day camp program in Eugene. Counselors play an active part in each child’s life as positive role models. They create an energetic and open atmosphere that helps campers feel comfortable to be themselves by sharing their love for recreation and learning experiences.

All counselors are selected from a competitive field of applicants and have cleared criminal background checks. Counselors are CPR and First Aid certified and complete a thorough training program covering camp philosophy, developmental needs of campers, risk and behavior management, game and sport facilitation, and emergency procedures. Most importantly, counselors make it their mission to create a fun and memorable experience for every Duck Trails camper!
**Off-Site Contact & Babysitting Policy:** We realize that staff may be associated with campers outside of camp due to neighborhood or community affiliations. We do not recommend our staff for babysitting or childcare services, nor do we post jobs to our staff for these services.

**Camp Names:** In the spirit of making camp a fun and unique environment, all of our staff members use nicknames during camp programs. While real names are available to parents upon request, we have found that most campers enjoy the community created with nicknames. We respectfully request that parents keep counselors’ real names to themselves in support of this special camp culture.

**Camp Dress Code:** Campers should wear comfortable clothing that is functional for hard play. Athletic or soft soled shoes (non-marking with closed toed, laced, buckled, or velcro closed) are required for all camp activities. Sandals and flip-flops are not allowed due to safety concerns.

**Duck Trails Camp Tax ID #:** 46-4727800
Metered parking spots are available on University St. and only take quarters. Please make sure you have ample time on your meter when dropping off or picking up your child or you will be ticketed!