Welcome to Duck Trails Camp 2015!

We are so excited to have your camper participate in our inaugural year of full-day summer camp programs!

Please take some time to read through the important information enclosed in the parent handbook 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:** Duck Trails Camps are built upon our belief that every child deserves a safe and fun recreational summer camp experience. Each summer the Duck Trails staff strives to 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 (aka Dot)  
trishd@uoregon.edu

**Duck Trails Camp Coordinator**  
Brooke Jenkins (aka Tofu)  
bjenkins@uoregon.edu

**Sports Camp**  
Amanda Deml (aka Zoom)  
ademl@uoregon.edu

**Climbing & Outdoor Survival Camp**  
Dan Crowe (aka Flash)  
dcrowe@uoregon.edu

**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. As college students, counselors play an active role 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!
**Camp Location and Contact Information:** Drop off and pick up for all camp programs takes place on Gerlinger Field, on the corner of University St. and E. 15th Ave (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 when dropping off or picking up your child or you will be ticketed!*

The Duck Trails Camp headquarters, The Pond, is located downstairs in Gerlinger Annex.

Camp Office: 541-346-1057

**Camp Activities:** The schedule of all Duck Trails Camp programs vary daily. Throughout the session your camper may engage in activities such as camp games, rock climbing, swimming, global kids, on campus field trips, scavenger hunts, interactive presentations, physical fitness, arts and crafts, and special events!

**Drop-off and Pick-up:** Drop-off runs between 8:30 and 9am. Walk up to the field and sign your camper in with their counselor daily. Daily programming starts promptly at 9am, so please do your best to arrive on time! If you have to drop off your camper late, please bring them to The Pond inside Gerlinger Hall so we can get them connected with their group. Pick-up runs between 4:10 and 4:30pm. 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 at Gerlinger Field.

**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 subject to a late fee. Late fee charges are as follows:

- 4:30-4:45pm - $10 per child
- 4:45-5pm - $15 per child
- 5-5:15pm - $20 per child
- 5:15-5:30pm - $25 per child

Any child who is not signed out from camp by 5:30pm is subject to an additional fee of $1/minute. Late fee payments must be made by cash to the after camp care counselor upon pick-up or the next morning at drop-off.
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. Please be sure to send along a swimsuit, goggles, and a towel with your camper everyday if they want to swim. If your camper chooses not to swim, they will be given an option of low-key activities outside the pool area. 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.

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 on Gerlinger Field if they would like. 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, and towel

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! All campers are encouraged to come to camp dressed in the themed attire!

<table>
<thead>
<tr>
<th>Date</th>
<th>Theme</th>
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<tbody>
<tr>
<td>June 26</td>
<td>Crazy Hat, Hair, &amp; Sunglasses</td>
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<td>July 2 (Special Thursday Edition!)</td>
<td>Red, White, and Blue</td>
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<td>July 10</td>
<td>Superhero</td>
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<td>July 17</td>
<td>Pajama</td>
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<td>July 24</td>
<td>Neon</td>
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<td>July 31</td>
<td>Sports</td>
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<td>August 7</td>
<td>Western</td>
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<td>August 14</td>
<td>Pirate</td>
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<td>August 21</td>
<td>Show Your Oregon Ducks Spirit!</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 placed in a container in The Pond.

Refunds: Once you complete registration, your reservations are considered final. All refunds are subject to 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 for 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.

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 received 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.
- 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 the idea that each camper should have a positive and enjoyable experience at summer 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 student spends quietly reflecting on the incident. The child 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

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.

Tax ID #: 46-4727800
DUCK TRAILS SUMMER CAMP DROP-OFF LOCATION

★ Drop off and pick up for all Duck Trails Camp programs takes place on Gerlinger Field, on the corner of University St. and E. 15th Ave.

Gerlinger Hall
University of Oregon
Eugene, OR 97403

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!