

City of Issaquah  
Parks & Community Services



# PARENT INFORMATION

[www.issaquahwa.gov](http://www.issaquahwa.gov)

425-837-3300



**CAMP 'QUAH**  
Location TBD-  
Check website for  
update.

**KINDERCAMP**  
Location TBD –  
Check website for  
update.

**MIGHTY MITES**  
Location TBD-  
Check website for  
update.

**CAMP 'QUAH**

Camp Hours: 9:00am - 4:00pm  
Extended Care Hours: 7:00 - 9:00am and 4:00 - 6:00pm (additional fee of \$30)

**KINDERCAMP**

Camp Hours: 9:00am - 4:00pm  
Extended Care Hours: 7:00 - 9:00am and 4:00 - 6:00pm (additional fee of \$30)

**MIGHTY MITES**

Camp Hours: 9:00am -12:00pm (Extended care not available)

**CAMP LEADERSHIP**

To provide a quality experience for your child, our camp directors and assistant directors bring professional backgrounds in working with children in an educational or camp setting. Our camp leaders are high school and college students who have a strong desire to work with children. All staff will be trained for a minimum of 20 hours prior to the start of our program. Training includes games, songs, arts, crafts, sports, communication skills, effective disciplinary tactics, emergency procedures, and CPR/First Aid training. A national background check is completed on each staff member before they are permitted to work with children.

**DROP-OFF / PICK-UP PROCEDURES**

Campers must be signed in to camp each day by an adult. Campers **MUST BE** signed out by an authorized adult. Campers are not permitted to leave camp with anyone whose name is not on file as authorized to pick-up child. Our staff will ask to see photo ID to verify identification. **No phone-in changes to this information are permitted.**

**EXTENDED CARE**

If registered for Extended Care, campers may be dropped off between 7:00am and 9:00am, and picked up between 4:00pm and 6:00pm. If not participating in extended care, campers should be dropped off no earlier than 8:50am and should be picked up by 4:10pm.

**LATE PICK-UP POLICY**

A late fee of \$5 per child will be charged for each five minutes a parent is late after 6:00pm. Payment can be paid in cash or check payable to "City of Issaquah" upon pick up and given to a camp site staff member.

**REGISTRATION**

Online registration for all camps begins on Saturday, March 5th, at 8:00am. Phone-in registration begins on Monday, March 8<sup>th</sup>, at 8:00 AM.

[www.issaquahwa.gov/register](http://www.issaquahwa.gov/register)

A \$40 non-refundable, non-transferable deposit for each week of camp is required at time of registration, if not paying in full. Deposits will be applied to the camp fee. Payment schedules are made available for those with a valid VISA or MasterCard. **All payments must be made in full by Friday – 2 weeks prior to beginning of camp - or your credit card will automatically be charged.** Automatic payment is available upon request. Payment can be made in cash, by check or credit card (Visa or MasterCard). Please make all checks payable to "City of Issaquah."

## REFUNDS

No refunds will be issued after the start of the camp week. No pro-rating or partial registrations are permitted. Refunds, **less \$40**, will be made if withdrawal is received at least 10 days prior to the start of the camp week. This applies to all camps whether paid in full or on payment schedule. Withdrawals requested less than 10 days prior to first day of camp will receive a 50% refund, less \$40 for each camp, per participant.

## LUNCH / SNACK

Campers need to bring a sack lunch, beverage, snacks, and water bottle each day. Sack lunch should be labeled with the camper's name.

## WHAT TO WEAR

We ask that you send your child to camp in play clothes and tennis shoes. Please do not send your child to camp in flip-flops. This is to ensure your child is comfortable and safe. Each camper will receive a camp T-shirt. Participants should bring extra clothes suitable for a change in the weather (i.e. jackets, shorts, sweatshirt, etc.) Please make sure your child's name is on all belongings. A cloth/disposable face mask, we recommend packing a couple incase one gets dirty while at camp.

## SUNSCREEN

Please be sure to apply sunscreen to your child each day before camp. It is suggested that your child bring labeled lotion sunscreen to camp to help protect him/her from the sun's harmful rays. We suggest you teach your child how to apply sunscreen properly. **Although it is not permitted for staff to provide or apply sunscreen to a camper, every effort is made to remind campers to apply sunscreen throughout the day.**

## MEDICATION

Our staff is not permitted to safeguard or administer prescription or non-prescription medication to children. **This includes Tylenol, cough medicine, EpiPens, allergy medicine, sunscreen, etc.** If your child takes medication regularly or for a temporary condition, any medication must be brought in the original container and be clearly labeled with the child's name, description of medication, physician and dosage. Children must be in possession of their own medication and/or sunscreen and must be able to administer it themselves.

## HEALTH AND SAFETY PLAN

We have created a [Health and Safety Plan](#) that covers what we are doing to keep campers and staff safe this summer. We recommend reviewing a few key points with your camper prior to camp. Please review the importance of mask wearing and hand washing. Note: this is a working document and may change. We will send any update via the Welcome e-mail or hand outs during the week.

## ILLNESS

Children who are ill (with or without a temperature), or are unable to participate in regular activities should not come to camp. If your child has a fever, active rash, nausea, diarrhea, sore throat, stomach pain, or has had any of these symptoms within the last 24 hours before camp, he/she is probably not well enough to participate in daily activities.

If a child becomes ill while he/she is in our care, an authorized adult will be notified and asked to pick up the child. Symptoms such as vomiting, severe coughing, diarrhea, lice or red spots will require removal of the child from the camp setting. Parents should establish an alternate plan for each child if they are unable to pick up a sick child, or if they cannot be reached by telephone during the workday; be sure to list anyone who may potentially pick up your child on the Participant Information Form.

Parent/Guardians will be asked to fill out a Participant Information Form to keep on file in the camp program. In the event of an accident, parents will be notified immediately. If a parent cannot be reached, emergency contacts and/or the physician listed in the child's records will be called and/or emergency action taken.

## INJURIES

All Issaquah Parks & Recreation staff is trained in CPR. Minor cuts, bruises and scrapes will be treated with soap, water and a bandage and parents will be notified upon their arrival at camp for pick-up. All injuries, treatments and parental notifications are documented by camp staff.

Staff will notify parents immediately of any head injury, nose bleed, or other serious injury and treatment given. If necessary and staff is unable to reach a parent, they will call an emergency contact number listed on the camper's Participant Information Form

## CONCUSSION INFORMATION

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

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|--|--|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul> |
|--|--|

**Symptoms may include one or more of the following:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Appears Dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li></ul> | <ul style="list-style-type: none"><li>• Slurred Speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Can’t recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul> |
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**What can happen if my child keeps on playing with a concussion or returns too soon?**

Participants with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the participant suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescents or teenagers will often under-report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-participant’s safety.

**If you think your child has suffered a concussion**

Any participant even suspected of suffering a concussion should be removed from the game or activity immediately. No participant may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the participant should continue

for several hours. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”

**and**

“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child’s coach/director/instructor if you think that your child may have a concussion.

## **EMERGENCY PROCEDURES**

In case of a serious injury or illness, the following procedures will be followed:

- Call 911
- Administer First Aid/CPR
- Contact parent or emergency contact
- File Accident/Incident Report

## **MAJOR DISASTER**

Each day camp site has an emergency kit with food, water, first aid kit and radio in the event that children are required to stay on site for an extended period. In the event of an earthquake or other major disaster, phone contact with Issaquah Parks & Recreation may be unavailable. After an earthquake, all campers will be evacuated as soon as it is safe to do so and will remain outside until a complete structural check of the building can be obtained. In the event of a lockdown, please note that no individuals will be permitted to enter or exit the building. Specific emergency procedures will be reviewed and practiced at each of our sites.

## **FIELD TRIPS**

**\*Field trips are pending for 2022.**

Each week will feature a special event or field trip. Please note - the Issaquah School District’s drivers and buses will be transporting participants to/from many of the City of Issaquah activities as contracted services. There also may be the opportunity to walk to our destination. Adventure Camp will utilize City of Issaquah 12-passenger vans driven by City of Issaquah staff.

Parent volunteers are welcome to chaperone and assist staff on most field trips. In fact, camp staff often seek parents/adult chaperones to assist with safely managing the field trips. Siblings are not permitted to ride the school bus. Volunteers may need to pay for any field trip admissions. Please contact the Camp Director for more information. A volunteer application and online background check must be completed and approved before participation begins.

### **Roles of Parents/Chaperones on Field Trips**

- Assist staff with enforcing school bus rules...
  - Campers need to be sitting facing forward.
  - Campers are not allowed to eat on the bus.
- Stay with the camp group. This is a day camp field trip; not a family outing.
- Hold campers' hands while walking.
- Assist in bathroom with hand washing.
- Assist staff in ensuring that campers are eating their own lunch and not sharing food with others.
- Treat all campers fairly. Please do not purchase special items for only your child while on the trip.
- Inform Day Camp Staff of any immediate concerns.
- Sign out child with Day Camp Staff at the field trip site, if not returning with the camp on the bus.

### **Roles of Camp Staff on Field Trips**

- Take attendance upon entering the school bus and whenever deemed necessary.
- Constantly count campers. Please note that Staff are responsible for the whereabouts and safety of YOUR child on field trips, even if you are a chaperone.
- Accompany campers (2 or more at a time) to bathrooms.
- Be knowledgeable of campers' special needs and allergy concerns.
- Ensure that all campers eat their own lunch and do not share with others.
- Ensure that camp adheres to the set time schedule.
- Inform Parents/Chaperones of any immediate concerns.

## **SPECIAL NEEDS**

Parent/Guardian must notify Issaquah Parks & Recreation of any special requirements or physical limitations of their child at time of registration. In some cases, a doctor's approval may be required. Enrollment may be denied if Camp Director or Recreation Coordinator assesses that the needs of the child exceed the abilities of staff to provide, within reasonable accommodation; unless parent or their assigned adult agent can provide the necessary accommodation. Any child with special needs must contact Cathy Jones, Recreation Supervisor (call 425-837-3317), prior to registration. Staff to student ratio is 1 staff to 10 campers. Some participants may be required to provide an attendant or the parent may stay with child.

Children must be fully potty-trained in order to attend camp. We do not have sufficient staff or suitable facilities to be able to accept students who are not potty-trained. Should your child have an accident, you will be called and expected to come to camp immediately to assist your child. Should this occur more than once, you will be asked to withdraw from the program until your child is fully trained and ready to attend camp.

## **CHILD ABUSE REPORTING**

Washington State Law requires that Parks & Recreation staff immediately report to the Police or Child Protective Services an instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.

## **FAIR PLAY ACT**

The City of Issaquah complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Cathy Jones at the City of Issaquah, P.O. Box 1307, Issaquah, WA 98027 or [cathyj@issaquahwa.gov](mailto:cathyj@issaquahwa.gov) or 425-837-3317.

## **CAMP GUIDELINES**

Parents are required to read the following guidelines and discuss and/or explain them to the child. Issaquah Parks & Recreation wants your child to have a positive experience at camp this summer. A thorough review and complete understanding of the guidelines is key to making this happen.

- Children must keep their hands and feet to themselves at all times. This means no hitting, biting, scratching or throwing items at other campers or staff.
- Children must use words that respect themselves and others. Abusive language, profanity and teasing will not be tolerated.
- Children must follow the leader's instructions at all times.
- Children must advise Camp Staff of their whereabouts when they are not with their group, including bathroom breaks.
- Children are not allowed to leave the premises of camp unless they are with Camp Staff or an authorized adult.
- Leave valuable items including video games, trading cards, clothing, jewelry, cameras and money at home. Camp staff will not be responsible for lost or stolen items.
- All clothing and personal items should be marked with child's name for easy identification. Clothing left at camp will be placed in "lost and found." Any unclaimed items will be taken to the Issaquah Food and Clothing Bank after the last week of camp.
- Camp staff will utilize a "buddy system" throughout the day camp program.



## DISCIPLINE POLICY

Certain limitations and guidelines will be set and enforced in order to have a successful program. In all matters of discipline, staff will attempt to communicate with children and redirect activity through a variety of strategies. Although consistent routine and program organization should keep disciplinary measures to a minimum, Issaquah Parks & Recreation staff reserves the right to dismiss any child, regardless of ability or special needs, who is, in their discretion, having continued adjustment problems and is unwilling or unable to abide by camp rules.

In the event of a rule(s) violation, (example...fighting, profanity, disrespect, running from the program, continual misbehavior, etc.), these actions (or any other as determined by staff) may be taken:

- Upon offense, the child will be removed from the group and is welcome to return to the activities, when they feel that they are ready. Camp Leader will discuss the offensive behavior with the child and parent/guardian will be notified upon pickup.

If behavior persists, child will be removed from the group, and a written letter to parent/guardian may be issued by City staff outlining what the issue is and what needs to be changed for the child to remain in the program. This is called a "Behavior Contract".

If behavior threatens the safety of another person (staff, camper, or member of the public), as determined by staff, it will not be tolerated, and child will be immediately removed from the program. This may occur without a warning letter and child will not be allowed to return to the program. The safety of everyone involved will take priority over unsafe and unacceptable behavior of a single child. If behavior is egregious and warrants that authorities be contacted, staff will do so.

These above actions are taken in order to provide a safe environment for all participating in our program. It is our goal to help each child develop self-control and respect for others. Misbehavior on field trips could result in your child not being permitted to attend the next field trip. Program fees are non-refundable for children removed from the program due to safety issues, repetitive issues, or those that violate the terms of the letter sent to the parent.

If you have any questions or concerns regarding this system, please contact your Camp Director or Molly Simpson, Recreation Coordinator, at [mollys@issaquahwa.gov](mailto:mollys@issaquahwa.gov).