

OES SUMMER PROGRAMS 2014 Helpful Info. for Camp Families

Staff will be available to guide families to camp locations. Signs will also be posted.

CONTACT INFO.

Summer Office 503-416-9244, 503-416-9254, 503-768-3145

Laura Dunn, Summer Office Assistant, 503-416-9244, dunnl@oes.edu

OES Switchboard 503-246-7771 8:30-4:30 pm

Joan Lowe, Director of Summer Programs, 503-768-3145, lowej@oes.edu

Shannon Hacker, Asst. Dir. of Summer Programs, 503-416-9247, hackers@oes.edu

Cherie Davison, Program Coordinator 503-416-9254, davisonc@oes.edu

Miriam Agron, Director of Discovery Program, 503-416-9255, agronm@oes.edu

Megan Graham, Director of Extended Care 503-416-9250 grahamm@oes.edu

LUNCH SUPERVISION, SNACKS and EXTENDED CARE:

OES is a **nut free campus**. We have many students with nut allergies. Please do not send **any** food containing nuts or peanut products. We do not offer any food service. Campers staying all day need to bring lunch, and all campers should bring a snack (or 2 snacks if staying all day), and a water bottle. Campers staying for EC in the afternoon may need to bring additional snacks.

Campers under the age of 13 require supervision on campus at all times. EC supervision during 12-1pm is available at the reduced fee of \$30/week. Additional EC is available at a session/week rate, daily drop-in rate, or hourly rate (\$8/hour). EC enrollment is available online until the Wednesday prior to the Monday camp start date. Any EC request after Wednesday can be requested of Megan Graham, Director of EC at grahamm@oes.edu. Please provide your child's name, the camp he/she is attending, dates and times of EC needed.

EC HOURS & LOCATIONS:

7:30-9:00 am Lower School (LS) Common Hall

12:00-1:00 pm LS Common Hall & LS Playground

1:00-4:00 pm Beginning School Rm. 1 **or** Scott House EC

4:00-6:00 pm LS Common Hall *All children **must** be picked up by 6:00 pm.*

****There is an overtime charge of \$60.00/hour, prorated to the nearest ¼ hour, if you pick up after 6:00 pm.***

REPORTING ABSENCES

If your camper will be absent, please notify Laura Dunn at 503.416.9244.

COMMUNICATION REQUIRED

- Please inform us if your child has any special needs.
- We are here to help - please let us know if there is anything we can do to help your child feel comfortable.

OTHER IMPORTANT INFORMATION

- Please complete your child's online Emergency Authorization (EA) Form well before the start of camp. The EA form is located in the Document Center in your online account.
- Parents are asked to escort their children in and out of the program daily. Please notify a staff member of your arrival and departure.
- You will need to provide transportation to and from OES.
- Label all personal items with a permanent marker (lost and found is located in Beginning School hallway).
- Personal items to bring: **Sunscreen, hats, water bottles, lunches and snacks.**
- Please do not send valuables. Cell phones will be permitted providing they are "**Off and Put Away**" during camps. No other hand-held technological devices (game systems, iPods etc.) are permitted.

PICK-UP AUTHORIZATION POLICY/SUPERVISION

We must have your prior authorization, either by phone or written note, before we can release your child to a new pick-up person. We cannot release your child without your permission. We cannot rely on children to tell us. Campers must be picked up when the regular program ends or they will be signed into Extended Care, and you will be charged the daily drop-in rate. **Children may not remain on campus unsupervised.**

MEDICATIONS AT CAMP

Oregon State statute (ORS 33.650) requires written parental permission before school personnel may assist a student with medications within a school setting. Both prescription and over-the-counter medications are included in the statute requirements. To ensure that students receive medications in a safe and timely way, parents are requested to provide the following to the Summer Programs Office:

For prescription medications: Bring the medication in the **original** pharmacy bottle. The pharmacy label provides physician instructions.

For over-the-counter medications: Medications must be in the original container along with written parental instructions including indications for use, dosage, and frequency.

All medications (including over-the-counter) **must** be administered by an authorized OES staff person.

ILLNESS IN SUMMER PROGRAMS / CAMPER ACCIDENT INSURANCE

Please do not send children who are ill. Listen to your child. Children enjoy the Summer Programs and will be honest about when they feel too ill to attend. Consider how contagious your child might be. Look for fever, sore throat, runny nose, or rash. General aches, hard coughing, or vomiting are also symptoms of "too sick to go." A day or two at home helps everyone feel better. We will call you if your child becomes ill at camp. **Children who are ill must go home.** We will give tender loving care to an ill child until you arrive. Supplementary camper accident insurance is included in your summer tuition. Your personal carrier provides primary coverage. Claim forms may be obtained from the Summer Programs Office.