

Sports Camp Handbook



Multi-Sports full-day Camp
and Skills Camps



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General Program Information

Welcome!

This handbook is intended to provide families and participants important sports camp program information. Please utilize this handbook as a reference tool for anytime you have questions pertaining to sports camps. Please be aware we reserve the right to modify or amend this information at any time and updated material will be provided on our website. You may also contact the program supervisor and request a copy for your reference.

Mission Statement:

To create opportunities for all members of our community to stay active and engaged while making lifelong memories.

Program Goals

- Ensure participants feel safe in our programs, parks and facilities.
- Create innovative relationships which foster new opportunities for the community and creates opportunities for community investment and ownership
- Provide a spectrum of inclusive and affordable activities to encourage a healthy emotional and physical lifestyle.

Contact Information:

- | | |
|-----------------------------------|--------------|
| ➤ Bob Keefer Center | 541-736-4544 |
| ➤ Madison Grant, Supervisor | 458-247-8475 |
| ➤ Andrew Lester, Site Coordinator | 541-736-4510 |
| ➤ Spenser Lind, Manager | 458-201-0737 |

Camp Schedules

Multi-Sports Camp: Monday through Friday, 7am - 6pm, between June 22 and August 14, unless otherwise listed. No camp July 3.

Skills Camps: Most skills camps operate Monday through Friday between June 22 and September 4th. Times vary, please refer to your specific camp schedule for details. No camp July 3.

Parents/guardians are responsible for dropping participants off and signing them in, and picking up by the end of scheduled camp times. In the event a child has not been picked up by the end of camp, staff will make calls to authorized adults to pick up the child. Repeated late pickups will be subject to additional fees or actions, up to and including removal from camp.

Daily Check-in and Check-out

The safety and security of our youth program participants is our primary goal. Youth participants must be signed in and out by an authorized adult each day, as set at the time of registration by the registering guardian. Youth will not be released to any adult not listed in the custom questions without prior written approval from the registering guardian. All guardians should be prepared with photo identification to match the authorized pickup list when signing out of camps. Please refer to your specific camp email for drop off and pick-up locations across Willamalane.

Program Calendars

Program calendars, which contain important information regarding field trips, swim trips, changes in policies, reminders and other program information will be emailed the Wednesday before your camp begins. Please make sure that you have an updated email on file and that it is linked to your child's account.

Activities

Sports camps are designed to be physically active camps, where exposure to different sports and skill building are prioritized. Camps may also include activities such as roller skating and rock climbing, visits to the pools, mini golf, or other local destinations. We like to keep our activities new, adventurous and exciting. Participants will be expected to arrive at camp in activewear and athletic, close-toed shoes, ready for the day. In the event that camp travels offsite, transportation will be provided through the Springfield Public School transportation system.

Snack and Lunch

Campers will be expected to arrive at our full-day camps with a healthy lunch and reusable water bottle daily. All sports camps will provide snacks for participants throughout the day. Please be advised that our programs are nut-free, and programs do not provide refrigeration or microwaves to participants.

Staffing and Supervision

The safety of our participants is our number one priority. Sports camp staff members are experienced in education, recreation, and other child care programs. Everyone employed at Willamalane has undergone a criminal history check, and is a member of the Central Background Registry through the state Child Care Division. Each program is staffed to meet the State Child Care Division's requirements for ratio of children to professional staff. Our staff receives annual training in the following areas of child development: behavior management, active supervision, child safety, and recognizing and reporting child abuse. In addition to these trainings each full-day camp staff member also possess the following certifications:

- CPR, First Aid, and AED
- Oregon Food Handlers
- Oregon Central Background Registry
- Recognizing and Reporting Child Abuse and Neglect
- Intro to Child Health and Safety

Visitors

Guests and friends are not permitted in the program. Volunteers will be asked to fill out a volunteer application. A background check can take up to five days to complete. Please allow enough time if you wish to volunteer.

Recognizing & Reporting Child Abuse:

All staff are mandatory reporters by the state of Oregon and are required to report suspected child abuse or neglect to the Department of Human Services. Willamalane will work with DHS and families, as appropriate, to ensure the health and safety of children in the program. Willamalane will continue to work with and support the child and family when a report is made. The report will be treated with confidentiality.

Registration & Enrollment

Registration:

Advance online registration is required to participate in youth programs. Summer 2026 registration date is Wednesday, April 16. Visit willamalane.org/register for assistance in creating an online account and registration process.

To register online:

- [Create or update your account in Willamalane's registration system, ActiveNet.](#)
 - Register for the [Camp Prerequisite 2026 pass](#) and answer all questions. This can be done in advance.
 - Read the parent handbook and waiver (attachment provided online).
 - Complete registration.
 - Receive email confirmation of enrollment and payment.
- *Spots limited, early registration advised

All camp and registration fees must be paid in full prior to attending camp. Accounts carrying a balance with Willamalane will not be eligible to register for programs until the account has been paid in full. Payment plans are available for full-day camps, and will be deducted from the associated credit card 14 days prior to the week of camp being billed.

By registering your child for a Willamalane program, you agree that you are responsible for the payment of all program fees and costs. If your account is assigned to a collection agency, you agree to pay all collection costs, including fees to the collection agency. If your account is placed in the hands of an attorney for collection, you agree to pay the reasonable attorney fees and collection costs, regardless of whether an action is filed, and if action is filed you agree to pay Willamalane reasonable attorney fees at trial and on any appeal.

There may be times when the program you are interested in is full. You can add yourself to a program waitlist by completing the registration process and selecting "add to waitlist." You will be contacted when an opening has occurred. Upon being notified of availability, you will have 48 hours to complete the steps to register. If you have not registered within the deadline given, the next person on the waitlist will be contacted and you will be removed from the waitlist. Notifications will be sent via email to the address on the participant's account, and via text message if you have elected to receive messages from the district. Be sure your contact information is up-to-date! Note: Waitlists do not guarantee you a spot in the program, and do not roll over into a new registration season

Willamalane Scholarship:

Scholarships are also available for full-day camp programs, up to \$200 per person, per fiscal year. They are limited to not more than 50% of the program fee. Apply for a scholarship at any Willamalane facility. For more information, visit willamalane.org/scholarships

Sibling Discount:

Additional children in the family will receive a 20 percent sibling discount for siblings in the same program, and scholarships are also available for up to \$200 per person per fiscal year.

Change in Vital Information:

Please notify the program staff or the Bob Keefer Center front desk with any changes in address, phone number, job, authorized guardians or emergency contact information. Emergencies may arise with your child and it is imperative that staff have updated and accurate information with which to reach you.

Please be sure to include all updated information during the online registration process.

Additional Program Fees:

A \$5 processing fee will be deducted from the amount due back to the participant for any refund that is returned to the original method of payment. No fee will be assessed for refunded money processed as a credit to your Willamalane account.

Withdrawals, Refunds and Credits

All requests for refunds or credits must be done at the Bob Keefer Center front desk or by contacting 541-736-4544. No refunds or credits will be given for missed camp days, extended absences, or program cancellations due to weather. Camp fees will not be prorated for participants who sign up late for camp. All withdrawal refunds and credits must follow the [district refund policy](#), outlined in the guidelines below:

- Requests to withdraw from camp to receive 100% refund or credit must be done at least 14 calendar days prior to the first day of camp.
- Requests to withdraw from camp to receive 50% refund or credit must be done at least 7 calendar days prior to the first day of camp.
- Requests to withdraw from camp with less than 5 calendar days prior to the start of camp will not receive a refund or credit.

Note: In the event of an unforeseen emergency event that may require us to close our programs, refunds and credits will be made at the discretion of Willamalane Park and Recreation District. All Willamalane scholarship funds that are being used for approved programs will be returned to that participant's account when a withdrawal request is made. Mentioning an intent to withdraw to site staff is not sufficient notification. Site staff don't have the authority to issue or authorize credits or refunds.

Third Party Child Care Assistance Payments for Full-Day Camps:

If all or part of your fees will be paid through a third party, such as the Employment Related Day Care (ERDC), you must connect with our accounting clerk to determine your provider number. Once eligibility is met, you will follow our online registration process. It is the guardian's responsibility to pay beyond ERDC, or third party payments. Co-payments are due by the 1st of each month that care is provided. If co-payment is not paid the participant will be unable to attend the program. For additional assistance, please contact 541-736-4550 or JoyceS@willamlane.org

All DHS and third party patrons will be billed for all full-day camp registered days. If you wish to add or withdraw from a program, you must call our office no later than two weeks prior to the start of the program. If notification is not given, or if ERDC will not provide payment for any given program, you will be responsible for all program fees. If payment is not made and we are forced to send the account to a collection agency, you will be responsible for all unpaid program fees and collection fees.

Participant Records Requests:

Parent(s) may request participant records at any time.

Parent - A "parent" is defined as a natural or adoptive parent, a legal guardian, an individual authorized in writing to act as a parent in the absence of a parent or a guardian, or a surrogate parent appointed to represent a student with disabilities. **Important: "parent" includes both the custodial and non-custodial parents.**

Participant records that may be requested include the following information:

- Attendance records
- Patron (student) incident reports

- Written statements or permissions regarding the child by a parent
- Documentation included in the student's record
- Financial student/childcare proof of payment or payment history*

*Tax information is available through your personal online registration account. Our tax ID number is: 93-6002078. If you need to request participant records from Willamalane, please complete our [records request form](#) and we will respond within 5 business days of your request.

Health and Safety

Medications:

Prescriptions— All medication is required to be logged with site staff. If your child is required to take any prescribed medications while in our programs, a staff member will assist your child in administering them. If this administration requires additional medical training or a medical action plan as a response, please follow our accommodations request at willamalane.org/accessibility. The medication must be checked in with the program staff in the original, properly labeled container (see below).

The label must include:

- The date the prescription was filled
- Child's name
- Physician's name
- Drug name and dosage
- Instructions on when and how to give the medication

In addition, a medication release form must be on file before any medication can be administered. Without prescriptions stating otherwise, medication will only be dispensed up to labeled limits.

Over-the-counter medications— Youth program staff members will have a supply of the following medications: children's acetaminophen (Tylenol), diphenhydramine (Benadryl), and ibuprofen (Motrin). These medications will only be administered if a parent has authorized Willamalane to do so on the program registration form. Willamalane staff members will inform the parent picking up the child that an over-the-counter medication was administered.

Illness & Communicable Diseases:

Guardians and staff share responsibility for reducing exposure to and stopping the spread of infectious diseases. Children must be free and clear of illness and symptoms of illness for 24 hours before returning to the program.

This includes, but is not limited to:

- Fever over 100.4 degrees Fahrenheit
- Diarrhea (more than one abnormally loose stool per day)
- Vomiting
- Lice
- Nausea
- Severe cough
- Skin or eye lesions or rashes that are severe, weeping or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or wheezing

If your child shows any of the above signs, they will be isolated, and you will be notified. You are responsible for immediately picking your child up or making arrangements for someone else to do so. These precautions protect the health of your child and the other children in Willamalane youth programs.

If your child has an infectious disease, please notify us so we may inform staff and other families to watch for symptoms. Your child may return to the program 24 hours after the resolution of both fever and cough.

Sun Protection:

Participants are required to supply their own sunscreen. In the event the participant does not supply their own or runs out of their own supply, Willamalane will supply the participant with approved sunscreen. Willamalane programs use Rocky Mountain Sunscreen SPF 50 Kids Broad Spectrum that has ingredients and formulas that are approved by the FDA and have been tested by independent agencies. If you would like to inspect the product and active ingredients, please talk to your site leader. A staff member will provide assistance as needed. Sunscreen must be given to your child's leader in its original container with your child's name on it.

Emergency Procedures:

During an evacuation or other emergencies involving removing children from the primary site, individual families will be contacted by site staff based on the information provided upon registration. Program procedures for anything more than a bump or minor scrape include calling Mobile Health or 9-1-1. Mobile Health is the contracted first-aid service provider for Willamalane Park and Recreation District. Mobile Health services are provided at no cost to families.

Incident Reports:

An incident report is taken any time a child is injured in the program. The report documents the date, time, nature of the incident, and treatment provided. Every effort will be made to inform you if your child has an incident on a particular day. You are responsible for keeping emergency information updated.

Program Code of Conduct

Commitment to Nonviolence:

Corporal punishment will not be used or tolerated in Willamalane programs. Staff, guardians, or participants will not hit, spank or humiliate another staff, guardian, or participant. We want to ensure all participants, staff, and guardians that Willamalane programs are safe spaces and violence is not tolerated or accepted.

Guidance & Disciplinary Action:

Our guidance and discipline procedures are based on encouraging positive behavior and facilitating empathic social learning. Strategies such as redirecting children and setting clear limits are the basis for promoting self management when difficulties arise and developing self control and problem-solving in children. All children are encouraged to "use words" to express what they want, what they need, and how they feel. Appropriate behavior is acknowledged through positive consequences such as verbal praise, positive recognition, and special incentive programs and rewards. Corrective consequences for not following expectations will be implemented. They may include verbal reminders of appropriate behavior, reteaching the desired behavior, redirection to the desired behavior, and losing privileges. As a final measure, children may be directed to spend time away from activities to provide them an opportunity to regain control.

If the above strategies are not working, staff, guardians, and the child will work together to maximize the potential for the child's success in our programs. Guardians are expected to be active participants in the

behavior management of their children. In some behavioral situations, such as running from the group, posing a physical threat to themselves or others, or other actions which place themselves or other children in danger, we may call the guardians to pick up the child. The guardians will be expected to arrange for immediate pick up of the child.

Please note: We reserve the right to suspend or dismiss a child from the program if the program supervisor determines that a child is a physical or emotional threat to themselves or others, or if the child's behavior consistently impedes the normal daily functions of the program. Children may also be dismissed from the program if their guardian(s) demonstrate inappropriate behavior or fail to cooperate with staff. Guardians cannot be involved in disciplining any child other than their own. Failure to comply with this policy may result in dismissal from the program.

Bullying Prevention

Willamalane has a firm policy against all types of bullying. Willamalane staff will take any incidents of physical, social, emotional, and cyber bullying seriously and are trained to recognize and immediately address any bullying behavior. We also encourage parents to let us know about any particular bullying concerns you may have for your child.

Bullying is unwanted aggressive behavior by another youth or group that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying is when someone says or does mean or hurtful things to another person who has a hard time defending themselves including physical, psychological, social or educational harm.

Every child has the right to a safe and respectful environment, and by working together as a team to identify and manage bullying we can help ensure that all children and staff members enjoy their time spent in the program.

Staff members will strive to prevent bullying and harassment by:

- ☐ Teaching respectful behavior
- ☐ Teaching limit-setting behavior to stop bullying (learning to say no)
- ☐ Immediately intervening to stop bullying and harassment
- ☐ Documenting any incidents or repeats of bullying and harassment

Attire & Grooming:

A participant's attire and grooming are the responsibility of the participant and their guardian. When attire and grooming disrupt Willamalane programs, the program staff or supervisor will take appropriate action. Such action may include asking the participant to change clothing and possibly sending the participant home for the day.

Please follow these guidelines:

- Articles of clothing and accessories may not create a safety hazard to the individual or others and must be appropriate in content
- Participants should arrive in the appropriate attire for the day's activities. Play clothes and closed-toed shoes are recommended
- Articles of clothing that advertise or promote the use of alcohol, tobacco, drug products, weapons, or that display sexually suggestive words or pictures, are not permitted in Willamalane programs

Cell Phones & Electronic Devices:

Cell phones and electronic devices are to be turned off and securely put away during program hours. If a

cell phone or other electronic device is in sight, the participant will be asked to put it away. This also includes any watch or wearable device that is able to make calls, take pictures or record sound/video images. Any use of electronic devices must be approved by the program supervisor. Willamalane will not be held liable for stolen or damaged items.

Weapons:

The use, threat of use, intent of use, sale of, or possession of any potentially dangerous weapons or look-a-like weapon is strictly prohibited in any Willamalane program. This includes but is not limited to knives, firearms, explosives, or any weapon, look-a-like weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold is capable of causing injury or death. Any infringement on this rule will be addressed with the seriousness of the action and could result in disciplinary action up to and including expulsion from Willamalane programming.

Confidentiality:

Information about the health or abilities of any child will be confidential. Such information will be shared with staff only as necessary to meet the child's needs. Occasionally, family information may also be shared with regulatory agencies.

Photo Policy:

Willamalane Park and Recreation District reserves the right to photograph classes, community events, programs, and community members at any Willamalane facilities, properties and at any activities or events sponsored or hosted by Willamalane. Photos may be used by Willamalane for promotional purposes, in publications, or in media communications in any format without any obligation to provide compensation to those photographed.

For more information about this photo policy and to opt-out of photography, visit willamalane.org/photo.

Inclusion and Accommodations

Willamalane Park and Recreation District's goal is to provide everyone the opportunity to recreate in environments that are appropriate, non-restrictive, and beneficial for all. All individuals are welcome to attend Willamalane Park and Recreation District programs regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practices, we aim to reflect on our wider community and promote positive attitudes toward the similarities and differences in each other.

In adherence to the Americans with Disabilities Act (ADA), we strive to offer reasonable accommodations to enable individuals with disabilities to become fully included in our programs.

To request program accommodations please visit willamalane.org/accessibility Requests for accommodations must be made a minimum of two weeks prior to the start of the program.