

CATHOLIC YOUTH ORGANIZATION / CAMP HOWARD

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825 NE 20th Avenue, Suite 120, Portland, OR 97232 / Phone: 503-231-9484 / Fax: 503-231-9531

IMPORTANT INFORMATION FOR DAY CAMP AT CAMP HOWARD:

On behalf of Sister Krista von Borstel, Executive Director of CYO/Camp Howard, we would like to thank you for becoming a part of the Camp Howard Family. We look forward to having your child with us for some great summer fun.

TRANSPORTATION:

We will bus from the Madeleine School daily Monday - Thursday. Drop off time is 8:00 a.m., busses will pull out by 8:30 a.m. and pick up time will be 5:30 p.m. If someone other than yourself is picking up your child from camp, you must inform the Camp Office 24 hours in advance (email renew@cyocamphoward.org or call 503-695-6492).

When you and your child arrive at the Madeleine School, please proceed to the designated check in point, which is located at the south end of the soccer field. After camper check in is accomplished, campers and parents should move to the south side of Klickitat Street next to the school and await loading of busses. Parents should stay with child at all times until they are loaded on the bus, at which time Camp Howard will assume responsibility of the camper.

Rules to be given to campers before departure:

1. All body parts must remain inside the bus at all times.
2. Everyone stays seated for the entire trip.
3. No screaming or rough housing.
4. All aisles must remain free of bags, pillow, etc.
5. If you have a question or need assistance, please raise your hand.

REGISTRATION:

All forms and full payment must be complete and received by the CYO/Camp Howard office before attending **Camp**. Participants may only attend if all forms are complete and full payment is received at the CYO/Camp Howard office. All of the forms are available on our website: **cyocamphoward.org**

CAMP STORE & CAMP MONEY:

We have a variety of items the campers can choose from including snacks, drinks, water bottles, sunglasses, T-shirts, sweatshirts, hats, stuffed animals, bracelets, flashlights, cameras, and postcards. We have items priced from \$.50 up to \$15.00. We will collect the campers' money upon arrival on Monday and keep a running account at the store. Any money left over at the end of the week will be returned to the camper before leaving. (Please send money on Monday only.) Alternatively, If you would rather not send cash with your child, you may open a prepaid account for your child via your on-line account, or by calling the CYO/Camp Howard, Portland office at: 503-231-9484.

What to Pack Daily: Here is a suggested list of what to bring.

Clothing:

Sturdy shoes
Sweatshirt
Pants
T-shirt
Tank top
Swim suit

Miscellaneous:

Towel
Sun block
Water bottle (clearly marked with full name)
Camera
Store money (Monday only)
Medication and instructions

Medical Information Instructions: All prescription medication **must** be in the original containers, properly labeled by a pharmacy, with current dosage information and instructions for the nurse. All over-the-counter medications must be in original containers. Please place all medications in one Ziploc bag with your child's full name written on the bag. If your child receives morning or evening medication please dispense those before or after camp. If your child receives medication during their time at camp roughly between 9-5, then please send with your child on Monday enough for that week. We will keep the medication locked in our Health Center, and return it at the end of the week. If you have any concerns or special needs please contact the Camp Director to work out a plan for success.

Dietary: If your child has any special dietary needs please contact the Camp Director prior to your child attending camp to work out a plan.

Open House:

Bring your family and friends and come see Camp Howard. Our Open House will be held on Saturday June 27, from 2:00 p.m. until 5:00 p.m. We encourage everyone to come enjoy a tour of our camp (remember to wear sturdy shoes) meet our staff, see the Camp Store, check out our facilities and get your questions answered. Any tours of camp after Open House are by appointment only.

Emergency Information: In the event of an emergency, if you need to reach the camp and/or your child, please call the Portland office (503-231-9484) during our office hours, which are 9:00am – 5:00pm, and you will be helped with your situation.

Medical Information:

All prescription medication must be in the original containers, properly labeled by a pharmacy, with current dosage information. All over-the-counter medications must be in original containers. Please place all medications in one Ziploc bag with your child's full name written on the bag. Also include written instructions about the medication you are sending to camp with your child. All medications are kept locked in the Health Center and are dispensed with your child's cooperation by our Health Supervisor. Our Health Center is fully stocked with over-the-counter medication so you don't need to send an assortment of medication.

Safety:

The safety and well being of the campers is our top priority. We have a Health Supervisor on site; in addition our staff is CPR and first aid trained. We also have a doctor that is on call in Sandy. All campers are under the supervision of trained staff 24 hours a day. Parents will not be notified if basic first aid is needed. Basic first aid includes but is not limited to bug bites, scratches, slivers, stomach aches, bee stings, headaches, cramps, etc. Parents will be notified if more than basic first aid is needed. This would include, but is not limited to, severe cuts, broken bones, ticks, high fever, sore throat, sprains, etc. If a camper requires medical attention beyond which the camp health services can provide, the camp will make all possible efforts to notify the parents or guardians prior to leaving camp property.

Behavior Expectations:

Camp Howard strives to provide a safe Christian community for all campers. Campers that are unwilling to follow the basic camp rules make it difficult for staff to provide this environment for all campers. It is unacceptable for one camper to ruin the experience of other campers. Campers are expected to follow all the rules of Camp Howard or they will be sent home. We will make every effort to work with your child, but if other children are being affected, or if their behavior is putting them or others at risk, then we will send the child home with no refund. Below is the code of conduct for Camp Howard:

1. Respect yourself
2. Respect others
3. Respect the environment
4. Respect the buildings and property of Camp
5. Follow directions
6. Use proper language
7. Discrimination and intimidation will not be tolerated
8. Malicious teasing of another person is unacceptable
9. There is no place at camp for alcohol, drugs, fireworks, knives, sexual activity which includes holding hands and kissing, etc. Instruments used for target sports are provided by the camp.

Lost and Found:

Camp Howard is not responsible for any items that are left at camp. Please label all items with your child's first and last name. All lost and found items are returned to the Portland office approximately 1 week after your child's attendance. Please come to our Portland office to look for your belongings. All lost and found items are kept for two weeks, then are donated to charity.