

**CAMP HOURS:**

- Camp runs from 9:00am to 3:30pm, every day.
- Drop off will run from 8:30-9:00am
- Pick up will run from 3:30-4:00pm. Campers must be picked up by 4:00pm. No extension hours are offered.

**DIRECTIONS TO PAL CAMP**

● Although we are owned and operated by the Redwood Discovery Museum, we are not located at the museum. Our address is 1 Pacific Lumber Camp Rd, also NOT Freshwater Park.

From Eureka (15-minutes) Take Myrtle to the Freshwater- Kneeland turn-off (across from 3 Corners Market). Turn Right onto Freshwater-Kneeland Road.

From Arcata (15-minutes) Take Hwy. 101 South to Indianola cutoff, turn Left. Take a Right onto Old Arcata Rd., Continue until you get to Freshwater/Kneeland turn-off, turn Left onto Freshwater-Kneeland Road.

Once on Freshwater-Kneeland Road:

Drive 3.2 miles on Freshwater-Kneeland Road. You will drive through the town of Freshwater, and later, will also pass Freshwater Park. Just past Freshwater Park, Pacific Lumber Camp Road branches off straight ahead where the main road makes a hairpin turn, up and to the left. You will see signage for Pal Camp. Pull into the first circle drive on the right and wait in the car for a counselor to come get your child.

**PAYMENT**

Your deposit of \$40 per child per week reserves your campers' spot. The remainder of payment is due the Thursday before your selected session begins. We have payment installment options, which you will be able to select in your Active account (your Active account was created when you registered your child for camp. Please take note of your login info, as we will not be able to access that information for you.) If payment has not been received by the first day of your child's week of camp, a check or credit card will be required to allow your child into camp.

\*Please note the change in cost for summer sessions. This was a necessary measure due to the rising cost to run camp. We apologize for this inconvenience.\*

**REFUNDS**

If you need to cancel a week of camp, please email [palcamp@discovery-museum.org](mailto:palcamp@discovery-museum.org). Refunds can only be issued if 14 days notice is given. The \$40 deposit is non-refundable. Once your child(ren) starts a week of camp, a refund cannot be issued.

**WHAT TO PACK-** *Please mark ALL articles with name/initials.*

- Backpack or zip top bag for all items coming to camp with your child. Please make sure to label your camper's bag. Each child must have an individual bag- families need to have one per child.
- Dress in layers, as the weather is chilly most mornings, with the tendency to warm up in the afternoons.
- Refillable water bottle: VERY IMPORTANT PLEASE DO NOT NEGLECT THIS
- Closed toed shoes; we do lots of running and romping through the forest. Flip flops and unsupportive shoes are not appropriate attire for camp.
- Close-toed WATER shoes (for water play days only – old tennis shoes are fine, but toes must be covered!!!)
- Sun block (please teach your child how to apply it themselves – we may spray sunscreen on, but may refrain from rubbing it in)
- Bug spray (if desired – we have lots of mosquitoes this year)
- Bathing suit (for water play days only)
- Towel ((for water play days only)
- Lunch (which does NOT need to be refrigerated or heated)
- 2 Healthy snacks
- A change of clothes (if your child has a tendency for accidents)
- Every year we have LOTS of lost and found left at camp. Please LABEL everything that comes to camp.

**POTLUCKS:**

Potlucks will be held every Thursday from 4:00-6:00pm. This is a great chance for families to come see the campsite, meet other campers and counselors, and see what your campers have been up to that week. Please bring a small dish big enough to feed your family and one other. PLEASE NOTE THAT PARKING IS VERY LIMITED AT THE CAMPSITE AND CARPOOLING IS HIGHLY RECOMMENDED.

**GROUPS**

Campers are divided into groups of 12 by age. If you would like to request your camper be placed in the same group as a friend of the same age, please send an email to

palcamp@discovery-museum.org. We will do our best to accommodate group placement requests, but cannot make any guarantees.

### **HEALTH/MEDICAL INFORMATION**

- If your child requires any medication, prescription or OTC, you must send a supply for each session of camp. It must be in the original container with the proper name and date, and accompanied by a signed medical dispensing authorization (to be completed at registration).
- You must give the medication directly to one of the directors.
- Children are only allowed to carry their own medication if it is for asthma, or an Epi-Pen. In any case, it must be noted on the medical dispensing form.
- Any medication that is left at camp will be disposed of 1 week after the last day of the summer. It is your responsibility to pick up any leftover medication prior to this date.

### **INJURIES/FIRST AID**

- All staff members will be trained and certified in CPR, First Aid and disaster preparedness. In addition, all staff members are trained to follow a specific protocol in the event of an injury. This protocol includes, but is not limited to:
  - The completion of an “ouch-slip” to be sent home with the child.
  - Washing of the wound, the application of an antiseptic (such as Neosporin, etc.) and covering the wound with a suitable bandage. If you would like us to refrain from applying an antiseptic, please notify us, in writing, by the first day of camp.
  - Attempts to contact a parent/guardian.
  - Attempts to contact the emergency contact noted on the registration form.
  - If the injury is severe and we are unable to reach anyone listed on the registration form, we will call an ambulance (911).
- On swimming days, each camper’s registration and medical dispensing forms are sent to Freshwater Park with the supervising director.

### **BEHAVIOR MANAGEMENT POLICY**

- The Pal Camp philosophy of behavior management builds on a child’s need to develop a sense of self-worth..
- Our top priority is to provide a fun, enriching and safe day camp experience for all campers. In order to accomplish this, it is important all children and staff follow some basic behavior expectations while at camp.

- If a camper exhibited behavior that needs to be addressed, a note will be sent home.

\*If a camper repeatedly displays concerning behavior that puts other campers and staff in harm's way, the camper will not be allowed to return to camp. No refunds will be issued for this circumstance.\*

## **WATER DAYS**

- Please be aware that your child may get wet....an extra change of clothes and a towel are very appropriate. You will be notified on Monday what day(s) will have water play. Please be sure to send your camper with closed toed water shoes.

## **CAMP VISITORS**

Please call ahead if you need to come to camp.

- We recognize that camp can be a little scary for first time campers. Parent visits are welcomed, however anyone coming onto camp property must check in with staff upon arrival. In addition, we understand your desire to “check-in” with the staff and even your child to make sure their day is going smoothly, but doing this in excess may sometimes work against them if they are struggling at being away from home in a camp setting for the first time. Thank you for your understanding.

## **SIGN IN/SIGN OUT & AUTHORIZED PICK UP**

- Campers are to be picked up and dropped off at the top of the driveway each camp day.
- Drop off begins at 8:30- all campers will be asked to stay in their vehicles until a counselor can collect them.

### **PLEASE REMAIN WITH YOUR VEHICLE FOR PICK UP AND DROP OFF**

- Anyone picking up a child should be prepared to show a driver's license or photo ID EVERY DAY. This is for the safety of your child. Only the legal guardian can update the “authorized pick-up” list for their child.

- If a camper is to be picked up early or by somebody other than a parent/guardian, a written note must be given to the camp director or a staff member that morning.

\*If you need to exit your vehicle for any reason during drop off or pick up, please pull to the side so other cars can pass and not interrupt the flow.\*

### **YOU WILL BE MET WITH YOUR CAMPER AT THE TOP OF THE DRIVEWAY.**

- No person (including parent or guardian) appearing to be intoxicated or under the influence of drugs may remove a child from camp. Pal Camp reserves the right to consult the authorities and/or suggest alternative transportation.

Campers are ONLY released to individuals who are on the “authorized pick-up” list. It is imperative that you put any and all names, phone numbers, and relationship to camper on this list that may pick up your child at the time of registration (in the comments section in online registration). Should someone be picking up your child who is not on this list, it is your responsibility to physically come into camp or the museum and put them on the list. Photo ID may be required at time of pickup. Please inform anyone who does not normally pick up your child that they must be on the list AND they must have a photo ID with them or your child will not be released to them.

### **STAFF/CAMPER RATIOS & SUPERVISION**

- Pal Camp employs 6 counselors and 2 directors. At full capacity, we will have no more than 84 campers, leading to a maximum of 12 campers per staff member. In addition to the lead counselors, we also have a staff of junior counselors (JC's). This number varies from week to week, but each camp group has a minimum of 1 JC, who is between the ages of 13 and 17. Junior Counselors undergo leadership training during camp. They are responsible for acting as positive role models, assisting with activity set-up, delivery, and clean-up, making silly awards, and walking campers (in buddy pairs) to the lodge to use the bathrooms. Junior counselors and staff are not left alone with individual campers at any time.
- All staff members are expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time. Whenever possible, junior counselors are responsible for going into the lodge for materials, etc., so that the counselor can stay with the group. If necessary, the camp group may be left immediately outside the lodge with their junior counselor, where they can be seen by the director(s), in the event that the counselor needs to step inside the lodge without their group for supplies, restroom use, etc.

Thank you again for being a part of our Pal Camp family! As always, please do not hesitate to contact us with any questions!