



Dear Pal Camp Families,

Hello! Thank you for registering your child(ren) for one or more weeks of Pal Camp this summer. We are so excited for another wacky, wonder-filled, and magical summer in the redwoods! We want to make this summer as fun and safe as possible for your child(ren), and by following the guidelines outlined here you can help us guarantee this!

If you have any questions after you read through this, please email palcamp@discovery-museum.org.

Again, thank you for sending your children to Pal Camp this year!

A few things as you get ready to join us:

- **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. The camp phone number is **707-268-3993**.
 - 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 County Park. Just past Freshwater Park, Pacific Lumber Camp Road branches off to the right. Turn Right (the main road makes a hairpin turn, up and to the left). Go to the first gravel driveway on the right. You will see signage for Pal Camp. Go through the gate and park in the gravel area on your right. Walk across the bridge and you will find the lodge just to your left through a stand of old growth redwoods.

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

- ○ 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 swimming 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 swimming days only)

- ○ Towel (for swimming 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.**

- **CAMP HOURS:**

- ○ Camp runs from 9:00am to 3:30pm, every day except Thursdays. On these days, extension hours will be offered from 3:30 pm to as late as 5:30 pm. The cost is \$10 per day per child or \$35 per week (extension hours are offered in the afternoon only and are not offered on Thursdays).
- ○ On Thursdays camp begins at 1:00 pm and runs until 8:30pm, with a family potluck that begins at 6:00pm. Please arrive at 5:45 for the potluck. Following the potluck and evening campfire program, there will be an optional sleepover for children going into 4th grade and above. A list of items needed for the overnight will be provided to the campers families during the week.
- ○ Extension Hours: campers may arrive between 8:30 and 9:00 am, please do not arrive before then, as there is no guarantee that the staff will be there. Afternoon extension hours are available from 3:30 - 5:30 M-W, and Friday. The cost is \$10 per day per child or \$35 per week and payment is due with registration. In order to receive a refund for weeks paid in full you must call the Discovery Museum at least 14 days prior to the start date to cancel your registration. Please note that non-attendance does not relieve responsibility of payment. There are NO extension hours on Thursdays.

- **THURSDAY POTLUCK PARKING AND PICK-UP**

- Due to the large number of families involved in the Thursday night potlucks, we ask that all parents follow these guidelines for parking and picking up their campers. In addition, we'd also like to remind you to bring plates and utensils for your family.
- ● The evening program begins at 6:00 pm, so please plan on arriving at 5:30 to allow time for parking and pick-up.
- ● Junior counselors will be directing traffic as parents arrive. Please park where they send you. The back field will be the first lot to be filled, and we will make every effort to ensure that no cars are blocked in by others.
- ● After the rear field is full, we will begin parking cars in the front field, and finally the front parking lot. Again, we will make every attempt to make sure cars are not blocked in, so please do not try to find your own spot for this sake. Parking 60 campers worth of families is enough to handle logistically on its own, so please help us make it go smoothly by following directions given by the Junior Counselors. Please do not park on the road!
- ● After parking, please come directly to the front deck to pick up your camper, and be sure to check in with the staff members on the deck. Even if your child sees you drive in, they will not be released from the deck until you come and check them out. From there, you may bring your camper with you to find a spot at the picnic tables. Once you pick up your child from the deck, it is your responsibility to supervise him or her. Please be aware of traffic.
- ● If your camper is planning on doing the overnight (4th grade and above), please plan on staying after

the evening program to help them set up their tents and get settled.

- **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.

- **SWIM DAYS**

- All campers will have the chance to go swimming at Freshwater Park. We provide a lifeguard and walk to Freshwater Park via trail around the back of the pool. A notice will go home on Monday notifying you as to which day your camper will swim. Please be sure to send your camper with closed toed water shoes. Campers WILL NOT be permitted to swim without closed toed water shoes.
- ● We will also have are water play 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.

- **CAMP VISITORS**

- 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. Because of the high volume of traffic, we ask that parents wait in their cars until they get to the gate before letting children out, and utilize the roundabout. While we do allow exceptions, such as when a parent wants to walk their child to the lodge, we ask that the roundabout be used as much as possible. This helps make sure that children stay safe from moving cars, and prevents a traffic jam. If you would like to walk your child in, please speak to the staff member at the top of the driveway so that they know who you are dropping off, and they will direct you to the parking lot. Please refrain from parking on the road and walking your child to the driveway.
- **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 by somebody other than a parent/guardian, a written note must be given to the camp director or a staff member that morning.**
- **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 5 counselors, one lifeguard and 2 directors. At full capacity, we will have no more than 65 campers, leading to a maximum of 13 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.
- ○ During swim days, each half of the camp is accompanied by its counselors, junior counselors, and 1 director. In addition, a trained lifeguard supervises the half that goes to swim at the park. Campers are required to successfully complete a swim test if they wish to swim in the deeper portion of the creek. Tests are taken individually.
- ○ At lunchtime the campers spend 20 minutes eating, during which they are required to stay seated, with the exception of using the restroom. This is when the counselors take their lunch breaks, and the junior counselors and the directors supervise the campers. After 30 minutes, the counselors take over supervising the campers with the directors, and the junior counselors take a lunch break on the front deck, where they can be seen by the staff.

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

Sincerely,

Redwood Discovery Museum's Pal Camp Staff 2019