

## WELCOME TO CASCADE BICYCLE CLUB SUMMER CAMPS!

**Thank you** for registering for **Summer Camp** this summer! We look forward to creating a memorable summer for your child. This document outlines some of the general guidelines for camp.

### **Contact Information**

On-Call Camp Phone Number: (206) 620-2403  
Ryan Young, Youth Programs Manager, [ryany@cascade.org](mailto:ryany@cascade.org), (206) 620-0467  
Amy Korver, Education Coordinator, [amyk@cascade.org](mailto:amyk@cascade.org), (206) 620-0459  
Cascade Bicycle Club Front Desk, (206) 522-3222

### **Locations and Directions**

#### **Magnuson Park Location**

Cascade Bicycle Club  
7787 62nd Avenue NE  
Seattle, WA 98115

[Google Map](#) of CBC office location (next to Sail Sand Point, Boyer Children's Clinic, Magnuson Cafe, and the Waldorf School; near Arena Sports)

#### **White Center Bicycle Playground Location**

Lakewood Park  
11050 10th Ave. SW  
Seattle, WA 98146

[Google Map](#) of White Center Bicycle Playground at Lakewood Park, [White Center Street View](#) of the entrance to Lakewood Park parking lot (along 10th Ave SW)

#### **Detailed Directions**

- The bicycle playground is located at the far end of the Lakewood Park parking lot
- There is a small sign designating the playground area, and the bicycle playground itself is located at the top of the trail

#### **City of Shoreline camps**

Ridgecrest Elementary School  
16516 10th Ave NE  
Shoreline, WA 98155

[Google Maps](#) directions to Ridgecrest Elementary School

**Detailed Directions:**

- Camp will meet on the playground behind the school in the shaded area under the overhang. This will serve as the pick up and drop off location near a green Cascade tent.

**City of Redmond camps**

Redmond Community Center at Marymoor Village  
6505 176th Ave NE #4930  
Redmond, WA 98052

[Google Maps](#) directions to Redmond Community Center at Marymoor Village

**Detailed Directions:**

- Camps will meet near the community center building underneath a green Cascade tent

Camp will be based out of these locations and the daily rides will use nearby parks, trails, and roads. All bike rides will be appropriate to the age and skill level of the campers.

**Check-in and out Procedures**

Be sure that your camper's bike is in good working order. It is best to take it to the bike shop for a tune-up and safety check **before camp starts**.

**Monday morning:** Please help us speed up Monday morning check-in by coming to camp at the designated check-in time with a completed emergency/medical form for each child, **each week**. Any allergies may be described on this form and given to your counselor on the first day.

Your camper's check-in and pick up times are:

<b><u>Cascade Summer Camps: 9:00am - 3pm</u></b>	
<b>Monday</b> check-in:	8:30am - 9:00am
Check-in (Tues.-Fri.):	8:45am - 9:00am
Pick-up (Mon. - Fri.):	3:00pm

- All students must be signed in and out each day on the sign in/out sheets by the parent/guardian or others authorized for pick up.
- During morning check-in, please let us know who to expect for the afternoon pick up of your child.

- Late pick-up fee: If you are late picking up your child, a \$25 fee will be applied, after a 10 minute grace period.

**Please let us know** if your child is not going to be in attendance during any of the regularly scheduled days of the camp. [Email](#) is good if you notify us the day before, but if you are notifying us the morning of the camp, please phone Amy or Ryan.

- **NOTE:** Due to the nature of our programming we **do not** allow campers to miss the first two days of camp.

### **What to bring to Camp**

- Labeled backpack big enough to hold the camper's lunch, water bottle, snacks, sunscreen, and layers. *Should be comfortable wearing while on a bike.*
- Lunch, a morning snack, and an afternoon snack
- Water bottle, or two if smaller capacity
- Sunscreen (put a layer on before arriving to camp too!)
- Bike helmet in good condition -- if your camper's helmet does not pass our inspection, we can offer you a helmet for a reduced price of \$10, or a loaner helmet will be provided for free
- Bike in good working order *\*\*Let us know if you need to borrow one for the week.*
- Sneakers (closed toe) -- preferably a pair which can get dirty
- Athletic clothing appropriate for the weather, with layers as needed

On hotter days, camp staff may allow campers to play water games. We do not allow swimming at our camps, and campers will not be allowed to enter the water above their knees. Feel free to pack a lightweight pair of flip flops, or water shoes in a ziplock plastic bag for your camper if you are uncomfortable with them being barefoot in the water.

### NOTES:

- If your child uses an **inhaler or Epipen**, please be sure your camper brings it each and every program day. They will not be able to attend camp without it.
- All lost and found items will be kept for a week following each camp and then donated after the second week.
- **Campers are required to bring their own properly maintained bicycle in good working order.** We strongly encourage you to have your child's bike tuned up at your local bicycle shop. **Does your camper need a bike?** Please let us know ASAP so arrangements can be made for the week.
- We cannot have campers ride unsafe bikes and may require them to use one of our loaner bikes if their bike is in unsafe condition.

### **What not to bring**

Toys, electronics, candy, gum  
Sharp objects or weapons

## **Nutrition and Hydration**

Since we will be outdoors and active, it is important that kids are properly hydrated and fed. Kids will have an opportunity to refill their water bottles throughout the day. Although gatorade and other sweetened energy drinks are popular, we encourage all campers to have water. Please make sure that your camper has plenty to eat. We will occasionally provide healthy snacks, like Kind Bars, to campers and will adhere to any allergy restrictions.

## **Health & Safety**

When your camper is ill, please have them stay home. While it is a disappointment to miss camp, the health of other campers and camp staff is of the utmost importance. Colds, flu, coughing, sneezing, vomiting and diarrhea are usually indicators of a health problem that could spread to others.

If your camper has been exposed to a communicable disease or has an illness, please let us know. If your camper becomes ill during camp, we will contact you directly to ask that they are picked up as soon as possible. If a parent/guardian cannot be reached, the listed emergency contacts will be called.

Your camper's attendance presumes that they will be able to participate in all planned activities. We will have daily bike rides and if your child is not feeling well, it could impact the entire group and the day's activities. If you have any questions or concerns, please contact us

## **Medications**

Camp staff may not administer routine medications to campers. If a camper needs to self-administer medication during camp, please notify camp staff ahead of time and provide detailed instructions and background information. In the case of emergency, camp staff will administer medication (such as an EpiPen) when necessary.

## **In the Event of a Medical Emergency**

Our camp staff have been certified in Basic First Aid and CPR. Camp staff are prepared to administer basic first aid, and other medical support/s as needed. Instructors will carry a first aid kit with them at all times. In the event of an injury, an incident report will be completed and shared with the parent/guardian at the conclusion of the day. If the injury requires treatment beyond what can be provided at Cascade, the parents/guardians will be contacted. Secondary emergency contacts will be called if parents/guardians are unreachable.

In the event of a serious medical situation 911 will be called. Enrolling your child in this camp implies consent to call 911 should we determine that it is necessary. Parents/guardians, or emergency contacts listed on the registration form will be secondary to Emergency Medical Response. If necessary, medics may transport the camper to the nearest medical facility for treatment.

Camp staff will carry all student contact information and medical history forms at all times.

### **Behavior Management Policy**

We believe that the best way to change behavior is to focus on the positive and give less attention to undesirable behavior. Whenever possible, we encourage campers to solve their own conflicts and be responsible for the consequences of their actions. We do this by encouraging the camper to make good choices. We will use redirection, anticipation, elimination of potential problems, positive reinforcement and encouragement.

A serious discipline problem, such as inflicting physical or emotional harm on oneself or others, destroying property, or disrupting the program consistently will be addressed in the following manner.

Step 1: Parents/guardians will be notified about the campers behavior. Any serious discipline incidents or problems will be documented within an incident report, including information regarding how the situation was handled by camp staff. By bringing in the support of parents/guardians/families we hope that the behavior will improve or cease at this step.

Step 2: If the camper's inappropriate behavior continues, the staff will continue to document the situation on an incident report and discuss with the parents or guardians. At this time, a behavior contract indicating the expected behavior will be developed and will require signed consent by the parent and child.

Step 3: If the behavior does not change, Cascade reserves the right to unenroll the camper from the camp and no refund will be provided. If a camper's behavior is dangerous to themselves or another camper, they will be separated from the program and the parents/guardians will be called to immediately pick up the child. If necessary, Cascade reserves the right to dismiss any child from the camp without engaging in the Behavior Management Policy.

### **Special Needs or Requests**

We need at least 10 days advance notice for special needs and requests for accommodation. Please send us a detailed email regarding requests accommodations.

### **Camper Group Placements**

Campers may be divided into smaller groups for various rides and activities. These groups are decided by our staff based on skill level, social needs, and other considerations.

### **Cancellation Policy**

Cancellations must be received at least one month before the camp start date to receive a refund, minus a \$25.00 cancellation fee. No refunds will be given after the camp has started. If the child is absent during any of the days, the camp fee will not be prorated. Please remember that due to the nature of our programming, campers may not miss the first or second day of camp.

### **Rainy Day Camp Cancellation**

Cascade Bicycle Club may cancel camp for any significant weather or emergency situations to ensure the safety of campers and staff. You will be contacted should this happen so please ensure your contact information is accurate.

### **Weekly Outline**

This is an example of our general weekly schedule:

- Monday - 8:30am - 9:00am - Staggered check in at the green Cascade table and booth. Meet your Counselors and Director for the week.
- Tuesday - 8:45am - 9:00am (and for the remainder of the week) - Check-in; morning circles/games; theme introduction, basic handling and safety skills; equipment checks and gear maintenance. Shorter ride/s.
- Wednesday - Check-in; morning circles/games; theme-based ride and exploration. Longer ride day.
- Thursday - Check-in; morning circles/games; theme-based ride and exploration. Longer camper organized ride day or big games day.
- Friday - Check-in; morning circles/games; end-of-week ride, reflection and celebration!

### **Our Instructors & Staff**

Our instructors have been carefully selected and thoughtfully paired with other staff. All have received background checks in the State of Washington. The staff have attended a full week of training to prepare them for this camp. They are excited to meet you and your campers and look forward to a summer of fun!

### **Further Information**

We look forward to providing a safe and adventurous summer for your camper! We are excited for the new changes we have made to our programming this year, taking into consideration requests for new ride routes and deeper city exploration. Look for a survey to be emailed to you at the end of your week of camp. We want to continuously meet your summer camp needs with excellence, so please tell us what you think of the registration, check-in, staff, and program elements when you respond. THANK YOU for supporting Cascade Bicycle Club Summer Camps!

Ride on,

Cascade Bicycle Club Summer Camps team