

# 2024 CAMP NAMANU



## FAMILY HANDBOOK

Camp Namanu  
10300 SE Camp Namanu Road  
Sandy, Oregon 97055  
503-695-6041

This handbook includes essential details for campers and their families, including:

- Packing Lists
  - Transportation
  - Camp Policies
- and more!

# On-site Camp Office Phone: 503-695-6041

During the summer, our camp office is typically staffed Sunday lunch time through Friday lunch time - our staff team is off for the weekends outside of those hours, but please leave us a voicemail and we will get back to families as quickly as possible.

## Registrar

Shane "Crux" Sibold  
Direct (971) 710-2208  
NamanuRegistrar@campfirecolumbia.org

## Overnight Camp Director

Sammie "Tavie" Hagen  
shagen@campfirecolumbia.org

## Director of Health & Wellness Education/Camp Nurse

Calliope "Seedling" Crane  
Direct (971) 235-9415  
campnurse@campfirecolumbia.org

## Director of Camp Programs/Camp Director

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Session 1: Sun 6/23 - Fri 6/28

Session 2: Sun 6/30 - Fri 7/5

Session 3: Sun 7/7 - Fri 7/12

Session 4: Sun 7/14 - Fri 7/19

- Half week 4.5a: Sun 7/14 - Tues 7/16 \*\*BW & SW Only
- Half week 4.5b: Wed 7/17 - Fri 7/19 \*\*BW & SW Only

Session 5: Sun 7/28 - Fri 8/2

Session 6: Sun 8/4 - Fri 8/9

Session 7: Sun 8/11 - Fri 8/16

# Tips for Preparing your Camper for Camp

- 1.) Talk to your kids about their fears, excitement and expectations about camp. Even if they are returning campers it is important to hear their ideas. Tip: Just listen and encourage more sharing by saying 'tell me more'. You don't have to fix it or make it better, sometimes the best help is just listening.
- 2.) Let your kids know that they will be missed and what everyone at home will be doing while they are gone.
- 3.) Talk to your camper about homesickness, especially if this is their first time at camp. (see Policies)
- 4.) Explain to campers the drop off and pick up system so they understand they will be riding the bus out of Namanu.
- 5.) Be available to answer questions or listen to concerns as they come up between now and camp.
- 6.) Write a letter to your camper that we can give them the first or second day of camp. (See Camper Mail)



# Before Summer Begins: Family Checklist

## One Month Before Camp

### Complete ALL Required Forms

Health History Form

Health forms provide us with vital information about your camper, such as mental and physical health history, immunization records, dietary restrictions, allergies, & emergency contacts. It is important that this is turned in at least 2 weeks prior to the start of a session to allow our healthcare team time to review before your camper arrives.

Summer Waiver

Gives camper permission to participate in all activities at camp and acknowledges the possible risks associated with outdoor activities in the forest.

Photography/Video Release

Gives Camp Namanu permission to include your camper in our cabin photos, slideshow, and Flickr album shared with families at the end of a session. These photos may also be used in camp handbooks, website, etc.

## 2 Weeks Before Camp

### Authorized Pick-up & Store Money

Confirm Authorized Pick-up List

Login to your UltraCamp account and click on "My Account". Scroll down and find the "Pickup Authorizations" drop down. Review and edit to ensure the folks listed are accurate. Campers can only be released to an adult listed on their account as a guardian or authorized pick-up.

Add Store Money to Account

Instructions for adding funds to your account are included on page 7 of this document.

## 1 Week Before Camp

Lice Checks

Please check your camper for lice prior to arrival at camp. During the drop-off process every camper will be checked for signs of head lice. If lice or nits are found, we will either ask the family to pick up the camper and provide treatment, or if we are able, we will provide on site treatment and isolate your camper temporarily.

# Packing Tips & Expectations

Campers can expect to run, hike, and play daily and should plan to bring enough items to feel clean and comfortable each day.



**LABEL:** Put your campers first and last name on as many items as possible to reduce lost and found. Bags, water bottles, clothing items, any special items from home, etc,

**BRING EXTRA:** For items such as underwear, socks, and masks, we recommend bringing 2-3 more sets than you think you will need.

**MEDICATION:** Make sure you have medication in the original packaging.

**LEAVE IT AT HOME:**

- a. Irreplaceable or high value items
- b. Electronics, such as cell phones, tablets, computers, gaming devices, etc.
- c. Food, candy, gum, etc.
- d. Personal sports equipment, vehicles, or animals
- e. Weapons (including pocket knives), drugs, alcohol, and tobacco in any form.

# Packing List

\*\*If any of these cause a barrier for your campers, please contact us to discuss gear support options.

Limit 1 large Duffel or Backpacking pack, 1 small bag/daypack, sleeping bag, pillow

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## CLOTHING

- Underwear
- Socks
- T-shirts & tank tops
- Shorts
- Long pants
- Sweatshirts and/or jacket
- Water-proof layer
- Pajamas
- Swimsuit

### OPTIONAL ADD-ON:

- Laundry Bag.
  - Face mask 1/day (disposable or multi-layered)
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## SHOES

\*\*All shoes must have a backstrap. Slip-ons or flip flops may only be worn in the shower or cabin.\*\*

- Sneakers/Tennis shoes
  - Shoes or sandals that can get wet for creek hikes
  - Shower shoes (Flip flops okay)
- 

## GEAR (we recommend labeling most, if not all, camper gear)

- Sleeping bag
- Pillow
- Water bottle
- Flashlight/Headlamp
- Brimmed hat
- Sunglasses
- Backpack or day bag for overnights and/or hikes around camp

### OPTIONAL ADD-ONS:

- Compass
  - Stuffed animal
  - Camera
  - Swimming goggles
  - Books, comics, magazines for quiet time
  - Paper, envelopes, & stamps
  - Throw blanket and/or fitted sheet for the camp mattress.
  - Other head gear as needed i.e. warm hat, glasses, etc.
- 

## TOILETRIES

- Toothbrush
- Toothpaste
- Deodorant
- Body wash or soap
- Hairbrush or comb
- Shampoo & conditioner
- Towels (1 pool & 1 Shower)
- Insect repellent (no aerosol)
- Sunscreen (no aerosol)

### OPTIONAL ADD-ONS:

- Aloe vera
  - Hand sanitizer
  - Pomade or other necessary hair care products
  - Menstrual products  
(also available from our camp nurse)
-

# Camp Store & Camper Mail

Items at the store range from \$1 key chains to sturdy sweatshirts (\$30-\$40). While shopping at the camp store can be fun, it is not a mandatory part of camp, and we encourage families to send whatever they are comfortable with. For families unable to provide a camper with store funds, we do have some additional campership funds to support small purchases for campers (up to \$10).



## HOW TO ADD STORE FUNDS TO YOUR ACCOUNT

Store money should be uploaded through your UltraCamp account before your camper arrives to camp to ensure funds are available during your camper's scheduled store visit.

- 1) Login to your UltraCamp Account.
- 2) Click the menu ☰ button & find "Camp Store".
- 3) Click the + icon to expand the drop down & select "Store Deposits"
- 4) Here you should be able to add funds for your camper to use during their scheduled visit to the store.

## Camper Mail

Campers enjoy getting mail at camp! However, the Postal Service often takes more time than one would think to transport letters out to and from Namanu. We do not recommend sending letters or packages to your camper by postal services. If you would like to send your camper an encouraging note or picture, please follow these guidelines.

Turn letters in at check-in. All letters must have:

- Camper's Name
- Unit Name
- Session Number
- Day you would like it to be delivered
- Example: John Doe Sherwood Session 3 Please deliver Tuesday

For younger campers wishing to send mail home from camp, we suggest sending them with stationery that contains a pre-addressed, stamped envelope. Note: our outgoing mail has to be taken into Sandy and delivered to post office by a staff member which means it may arrive home at the same time as your camper or later. We will always do our best to get it out to families as quickly as possible.

Please Note: Mail will not be delivered on Sunday or Friday



## Arrival Day: Check-in at Camp

Families are responsible for transporting their camper(s) to camp.

**Drop Off Location:  
10300 SE Camp Namanu Rd  
Sandy, OR 97055**

### What to Expect at Check-in:

- We ask that all families stay in their car during drop-off unless otherwise instructed by a staff member.
- Bathroom use will be limited. We will have one public portable toilet available in the parking lot.
- If multiple age campers checking in, we recommend defaulting to the later time.
- Health checks & lice checks for all campers upon arrival. This will include questions about any illness symptoms, recent injuries, etc.

### What to Bring to Check-in:

- Medication in original packaging ready to hand to medical staff
- Camper luggage, sleeping bag & pillow
- Money for store if not already on UltraCamp
- Mail you would like to drop off for your camper labeled with first & last name and delivery date.
- Any updated authorized pick-up information

# Getting to Camp: When to arrive

## Arrival Times

Arrival times are the same for half-week & full-week campers.

Check-in time	Unit
1:00 PM	Gears, CITs, & Balagan
2:00 PM	Riverbend & Wildwood
3:00 PM	Robin Hill & Sherwood
4:00 PM	Bluewing

## Session Dates

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**REMINDER: Camp Namanu has a single lane road in and out of camp.**

- So it is vital that families only arrive within 15 minutes of their specific drop-off window to avoid extended delays leaving camp.
- You may be required to wait on Bull Run Road until exiting cars have cleared the road.

# Leaving Camp: What to expect at check-out

## ***ALL CAMPERS LEAVE ON THE BUS***

On the final day of the session, all campers will take a Namanu-provided bus to Mt. Hood Community College - see map located on the next page. Families will pick up campers and their belongings from this location.

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### ***11:00 am: Families arrive to MHCC Parking Lot***

*Note: we ask families to arrive slightly before campers to expedite the check-out process.*

1. Show staff your photo ID at the check-out table.
2. Once ID is checked, families will receive a label sticker with your camper(s) name on it. Staff on the buses will need to see this sticker before they are able to release your child to you or your authorized pick-up.
3. Pick-up camper medications from the medications check-out table.

### ***11:15 am: Campers arrive to MHCC from camp***

1. Campers are loaded on buses by unit (age group). Upon arrival, camper luggage will be unloaded and sorted by unit name.
2. Don't forget to check the lost & found before you go.

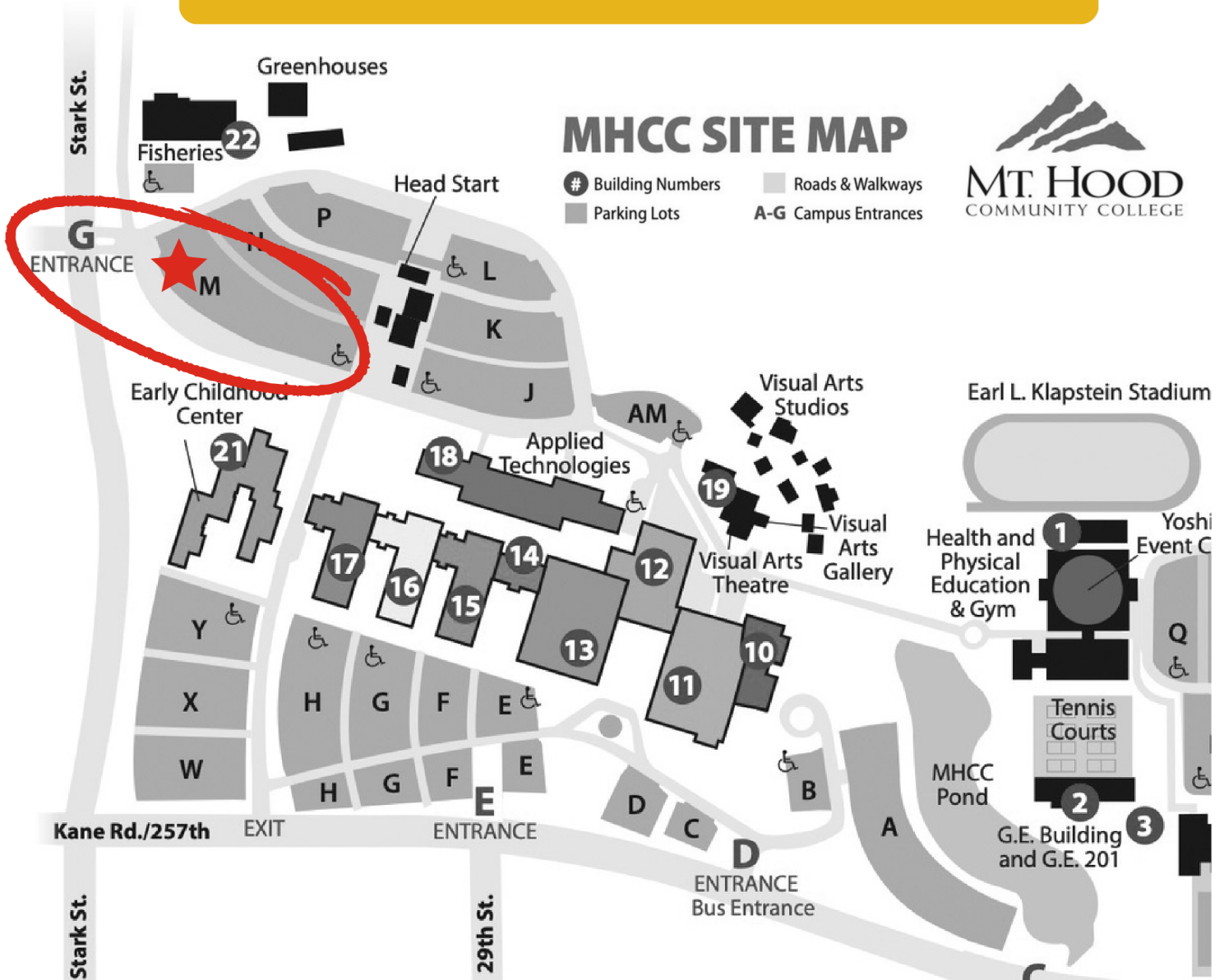
***Campers will only be released to adults listed on their authorized pick-up list - valid photo ID is required at pick-up.***

# Leaving Camp: Where to pick up your camper

## Departure Day: Check-out

**ALL CAMPERS LEAVE NAMANU ON THE BUS**

**Camper Pick-up Location:  
Mt. Hood Community College  
26000 SE Stark St. Entrance G  
Parking lot M**



# Important Camp Policies

**Below you will find a selection of important camp policies.**

**Additional information can be found on our website at**

**[www.campfirecolumbia.org](http://www.campfirecolumbia.org)**

## ***Healthcare at Camp***

All staff are required to be First Aid Certified and are epi-pen trained. Every session we have a fully staffed Health and Wellness center with a team led by an registered nurse who are prepared to assist campers in their healthcare needs, including, but not limited to:

- Cleaning and dressing injuries
- Ice packs & over the counter medication for aches and pains
- Menstruation products
- Isolation rooms for overnight illness monitoring

For any serious or persistent health concerns or those requiring outside medical treatment, you will be notified by phone as soon as possible. In the event your camper presents with viral-like symptoms, we will assess, treat, and contact families on an as needed basis to collaborate on sending the camper home. If your camper is in therapy/recovery, please contact our [campnurse@campfirecolumbia.org](mailto:campnurse@campfirecolumbia.org) or note it in on the HH form to ensure we can best serve them during the week.

## ***Medications***

Bring all camper medications with you to your check-in on the first day of camp. All medications, including rescue medications such as an inhaler or epipen, must be turned in to Namanu staff, as meds are administered from the Health Center by the camp healthcare team. We will discuss when rescue medications will remain with campers. Other medications will be stored and administered by the camp healthcare team. Please make sure the camper name is on all medication, including rescue medication such as inhalers or epi pens.

- All medications must be in original packaging (Rx or OTC) with specific written instructions for use. We WILL NOT distribute unmarked medications to the camper.
- All medications must be listed with detailed instructions given on the Health History form prior to coming to camp.
- The camp Health and Wellness Center can provide over the counter medications such as pain and allergy relief as needed, if you approve it on your campers health forms. Please consider leaving these items at home.
- Bee Sting/Allergic Reactions: If your camper has a known allergy to bee stings, or other severe allergic reactions, the camper must bring an appropriate treatment kit to camp.
- History of asthma: If your camper has a history of asthma, you must provide medication for treatment. Even if your camper has not used this medication recently, camp activity (heat, cold water, or dust) can aggravate symptoms and we want to have every tool at our disposal to keep your camper safe.

## Vaccines & Masks

It is our hope that as many campers as possible will be vaccinated before they come to camp, this will allow us the greatest amount of safety and freedom between camper units this summer. However, we will be doing basic health screenings during our check-in process. All summer staff are fully vaccinated.

If you would like to read more about our current Covid protocols you can review our policy document on the [Family Resources](#) page on our website.

## Bed Wetting

Our staff are trained in how to handle wet sleeping bags at camp in a discreet and respectful manner. All soiled clothing and bedding will be washed and we do our best to ensure that this is done in a timely manner, without other campers' knowledge. We also provide campers with loaner sleeping bags if needed before soiled items are washed and dried. If you are concerned that your camper may end up with a wet sleeping bag, please indicate on the health history form so that we can be particularly vigilant in our bed checks. You may also want to talk with your camper about what to do in case of an accident. It is best if a camper tells their counselor immediately, and you can reassure your camper that their counselor will keep the information private. Our staff are compassionate and dedicated to keeping campers safe, happy, and healthy while they are at Camp Namanu.

## Behavior Management

We expect all campers and staff to be respectful and inclusive to all members of our Camp Namanu community. Staff receive trauma-informed behavior management training and will work with campers to establish cabin and unit expectations at the beginning of the week. Should peer conflicts or behavior management challenges arise, staff will:

1. Talk with the camper(s) about what happened and discuss what support they need to resolve the issue or avoid the behavior in the future.
2. If the challenge continues, the unit supervisor or manager will speak with the camper(s) to ensure they understand expectations and potential consequences or rewards for their behavior. If a behavior plan is needed, staff may call to consult with families. Behavior plans are a tool we use to support success and are not considered a disciplinary action.
3. If the issue continues or escalates the Camp Director will be pulled in and parent/guardians will be contacted to discuss next steps.

In cases of serious behavior issues, running away/hiding/leaving their cabin after hours, or threat of harm or violence towards self or others, staff are required to bring the issue directly to the Camp Director immediately may. Families will be notified and, depending on seriousness of behavior, campers may be exited from the program without implementing a behavior plan. Camp fees will not be reimbursed when a camper is sent home due to behavior.

***Please convey to your camper that if they feel threatened or bullied, they should immediately tell their counselor, healthcare staff or another adult they feel safe talking to.***

## Missing Home

At any age, campers may experience some degree of difficulty being away from home. For first time campers we recommend the following:

- Schedule a sleepover at a friend or family member's home to practice.
- Talk about what your camper is excited about and what they can do if they start to miss home (i.e. write a letter, talk to their counselor, squeeze a stuffed animal, make a list of all the stories you want to tell when you get home).
- Reassure your camper that everyone at home will be well taken care of and excited to hear about their time at camp.
- It can be helpful to use language such as "I am excited for the great experiences you will have this week" or "I'm so excited to hear what you learn this week", rather than "I will miss you".
- Let staff know if your camper is in a time of transition or uncertainty and could use additional reassurance on site.

# ***Communication & Gender Identity at Camp***

## ***Phone Calls***

Situations may occur when your input will help your child succeed at camp. The Camp Director or another staff member working closely with your camper may call home if the need arises. Typically, this conversation will be between staff and families. We rarely ask campers to join phone conversations, as this can exacerbate homesickness and make it harder for campers to successfully finish out the session. However, exceptions have been made when the Camp Director and/or families feel it is the best option to support a camper's success.

NOTE: Cell phones are not allowed at camp and any camper cell phones found will be locked up in the administrative office until the last day of camp.

## ***Staff & Camper Interactions after camp***

Campers often develop strong and positive mentor relationships with summer camp staff. When a session ends, many campers want to keep in touch with their favorite staff members. However, all Camp Namanu staff are asked to refrain from connecting with campers via any social media platforms until they have aged out of our programs or graduated high school. Instead we recommend campers send mail to Camp Namanu or the Camp Fire office. It is against Camp Fire policy for staff to communicate with campers outside of camp without the camper's family permission.

## ***Lost & Found***

It is very challenging to return lost items after campers have left the site. You can help the process by ensuring that all items sent to camp are labeled with your camper's name. Any camper items which remain in our lost and found at the end of a session will be held for 2 weeks. If an item is labeled, we will do our due diligence to connect with a family before donating items. To follow up on a lost and found item, leave a detailed message on our office phone line including camper name and description of item. Camp Namanu is not responsible for lost items.

## ***How does Namanu approach Gender Identity?***

Every camper is an individual, and every camper has the right and opportunity to be authentically themselves while at Camp Namanu. We want to honor all identities and therefore we provide all-gender and gender binary cabin options at camp. Our current registration system has limitations, so if you do not see the option your camper needs when registering, please reach out to us as soon as possible. If you have questions, concerns, or you'd like to discuss your campers' cabin assignment, please contact the Camp Director:

Samantha "Tavie" Hagen  
Overnight Camp Director  
Camp Office: 503-695-6041  
shagen@campfirecolumbia.org

## ***Will my camper and their counselor have the same Gender Identity?***

At Namanu we are a gender-inclusive camp, which means many of our campers and staff identify on a spectrum of genders. While more often than not the counselor for a cabin has the same gender identity as their campers, there are times when the counselors for a cabin have a different gender identity. We try to create a space that allows campers to be led by staff of any gender, which could include cisgender or transgender counselors, however we also want to make sure campers feel comfortable in their living space. If you have questions or concerns please contact our Registrar or Camp Director.