



SPOKANE CLUB

# SUMMER KIDS CAMP PARENT HANDBOOK

2026 Handbook

## REGISTRATION

Online: [spokaneclub.org](https://spokaneclub.org)

Email: [tkauffman@spokaneclub.org](mailto:tkauffman@spokaneclub.org)

Phone: Tracey Kauffman 509-459-4571 x515

MESSAGE FROM

# YOUR KIDS CAMP STAFF



## DEAR SPOKANE CLUB KIDS CAMP PARENT OR GUARDIAN

Welcome!

We are excited to have your kids as part of our kids camp program. We have camps for ages 4-7 and ages 8-12. We have created a fun, inviting, and happy place for our Spokane Club kids. We encourage each child to be creative, learn new things, and have fun in a safe and nurturing environment. Our goal is to provide a safe place for kids to grow and develop and make new friends.

Sincerely,  
Your Kids Camp Staff

# HOURS OF OPERATION

Monday through Friday 7:30 am-5:30 pm.  
Late fee if picked up after closing.

# LOCATION

Spokane Club downtown location 1002 W Riverside Ave Spokane, WA 99201

# CHECKING IN/OUT

- Parents/guardians are required to sign in their children upon arrival and sign out their children upon departure.
- Parents/guardians may have access to their children during operating hours and are welcome to observe and/or participate in any games or activities during the day.
- Any person who is not a parent/guardian, staff member, or is not approved to sign the child in or out will not be allowed access to the children.
- Children may not be dropped off after we have left for a field trip. You will be notified in advance of any field trip.



# TYPICAL DAY

<b>7:30 am- 9:00 am</b>	DROP OFF, FREE CHOICE, GAMES
<b>9:00 am- 10:30 am</b>	MORNING CRAFTS, ART, PROJECTS
<b>10:00 am- 10:30 am</b>	SNACK AVAILABLE
<b>10:30 am- 11:15 am</b>	OUTSIDE/COURT/GYM PLAY
<b>11:15 am</b>	WASH UP FOR LUNCH
<b>11:30 am</b>	LUNCH
<b>12:00 pm- 1:00 pm</b>	FREE CHOICE/QUIET GAMES
<b>1:00 pm- 1:45 pm</b>	GAMES
<b>1:30 pm</b>	GROUP SWIM LESSONS (OPTIONAL FOR A FEE)
<b>2:00 pm</b>	SWIM
<b>3:00 pm- 3:45 pm</b>	SNACK, FREE CHOICE
<b>3:45 pm- 4:45 pm</b>	GYM/OUTSIDE/GAMES
<b>5:00 pm- 5:30 pm</b>	PICK UP TIME

# TYPICAL FIELD TRIP DAY SCHEDULE

<b>7:30 am-9:00 am</b>	DROP OFF, FREE CHOICE, GAMES
<b>9:00 am-10:00 am</b>	ART PROJECT
<b>9:30 am-10:00 am</b>	BUS PICKS UP
<b>10:30 am-1:00 pm</b>	FIELD TRIP
<b>1:30 pm</b>	RETURN TO CLUB
<b>2:00 pm</b>	SWIM
<b>3:00 pm-3:45 pm</b>	SNACK, FREE CHOICE
<b>3:45 pm-4:45 pm</b>	GYM/OUTSIDE
<b>5:00 pm</b>	PICK UP TIME

Our daily activity times may vary dependent upon gym availability, weather, etc. We try to stick to a fairly consistent schedule, but there may be variations each day.

# OFF SITE FIELD TRIP POLICIES

- Field trip transportation fee of \$10-\$20 per child, per trip, will be added to your weekly camp fee.
- Some off-site field trips may require an additional fee, beyond the \$10-\$20 transportation fee to pay for the trip. Parents/guardians will be notified of any additional fees in advance.
- Field trip notices will be posted prior to the field trip.
- Child Information Forms will be sent with staff accompanying children on field trips.
- Drop off or Pick up- for safety purposes if a parent wants to drop off or pick up their child from a field trip location, they must notify the staff ahead of time.
- Medications will be kept with a designated staff person to be given as prescribed and will be noted on the medication log.
- A minimum 1/12 staff to child ratio will be maintained and does not include the bus driver.
- If swimming, a minimum 1/10 staff to child ratio will be followed.
- Children will be transported by bus.
- Children cannot be transported in personal vehicles.
- Children must wear closed-toed shoes.
- A first aid kit will be kept with the group.
- Field trips may be canceled for inclement weather, air, or other unforeseen circumstances.
- If at anytime our childcare attendants feel that a child is behaving in an unsafe manner or causing disruption to the group, their parent/guardian will be called to pick him/her up.

# BEHAVIOR POLICY

We encourage children to be respectful, show concern for others, learn how to problem-solve, have accountability, contribute and cooperate, and respect others and their belongings.

Diversion and positive verbal correction are used to discourage contrary behavior. However, the following behavior will require that your child be removed from camp:

- ✓ Continued misbehavior
- ✓ Disrespectful behavior towards staff and/or other children
- ✓ Biting or aggressive hitting or kicking
- ✓ Intentionally damaging others property or club property
- ✓ Refusing repeatedly to comply with rules
- ✓ Inappropriate language
- ✓ Leaving the camp group
- ✓ Unsafe behavior



# POOL TIME

- We swim once a day unless we are on a field trip.
- We offer 30 minute group swim lessons for an extra daily fee.
- These are taught by our aquatics department instructors.
- After lessons, we all have free swim time for an hour.
- Children that are not strong swimmers will be required to remain in the shallow end of the pool or wear a coastguard certified life jacket.
- A lifeguard will be on duty as well as at least one of the camp leaders.
- Children are encouraged to attend swim time. If they do not wish to get in the pool, they may stay on the sidelines or sit on the edge.
- Girls will change in the junior locker room and boys will use the outside changing areas unless a male lifeguard is in attendance. Then they may use the boys junior locker room. Clothes may be left in an empty locker or will be placed in bags and brought into the pool area.
- Children need to be able to get dressed on their own without any assistance. Keep this in mind when purchasing your child's swimwear. Some are very tricky to get on by oneself, especially girls' suits.

# SCREEN TIME

We ask that all cell phones, tablets, laptops, and gaming devices be left at home. We are not responsible for lost or stolen electronic equipment. If you allow your child to bring a device, we will ask that it be kept in their backpack or we will confiscate it and keep it locked in a cupboard until pick up.

The majority of our time will be spent playing, making art and crafts, playing games, and engaging with each other. Occasionally, we will play a movie on a special movie day.

# PARENT COMMUNICATION

- If at any time you have a question or concern, you may call, email, or stop in to speak to the camp leaders. We will be happy to let you know about your child's day at camp. Our camp phone number is 459-4571 x515.
- Minor issues, such as a child not wanting to share the toys, not showing good sportsmanship and the like will not be reported to you unless it becomes a constant occurrence. Major issues such as acting out aggressively, hurting others, destroying property, etc. will require we contact you.
- You are welcome to drop in and join us at any time. Warning, we will put you to work and probably make you be 'it' during tag.



# LUNCH AND SNACKS

- We do not provide lunch for the campers.
- We do provide snacks such as goldfish, pretzels, animal crackers, and the like.
- Lunch may be purchased from the restaurant or deli and billed to your member account.
- Lunch may be brought from home, but must not contain any peanut products.
- We will order a lunch from the deli and bill it to your account if your child forgot his/her sack lunch. We will try and contact you first, but if we cannot reach you and have not heard from you by 10:00 am, we will submit an order for lunch for your child.
- You may provide snacks for your child, too. Some kids are picky eaters and do not like what we offer.
- Please no gum

# LOST AND FOUND

We will do our best to remind the children to keep their belongings in their backpacks/lockers. Throughout the day, we will remind kids to put their personal items in their backpacks. We are not responsible for any lost, stolen, or damaged items. Items that we find after kids are picked up will be left in the lost and found. Lost and found items will be donated to charity after one month.



# ACCIDENTS OR EMERGENCIES

In the event of a minor injury, first aid treatment will be given by camp staff. An incident report will be written and kept in our incident report folder. Parents will be notified of an injury immediately if it occurs on the face, head, joints, or the child is inconsolable.

In the event of a major emergency, 911 will be called. We will notify parents immediately. If parents cannot be reached, we will call the emergency contact listed on your registration form. If emergency personnel determine the child needs to be transported by ambulance to the hospital, one of our staff will follow and stay with the child until a parent/guardian arrives. An incident report will be filled out and kept in our in house folder.



## OUR STAFF

All of our camp leaders are certified in CPR and First Aid. They are trained and have experience working with children of all ages.

# ILLNESS

At camp, your child will be participating in lots of activities that require they are in good health. We want to prevent kids at camp from spreading illness to others. You are the best judge of your child's health, and we trust you will not bring a sick child to camp. However, if in the opinion of the camp staff/director your child is sick, we will call you to come and pick up your child within one hour.\* If you cannot be reached, we will call your emergency contact to come and pick up.

*Please do not bring your child to camp if they exhibit any of the following:*

- ✓ A fever over 100 or chills
- ✓ Nausea or vomiting
- ✓ Unknown rash
- ✓ Excessive nasal discharge/congestion
- ✓ Body aches/headache
- ✓ Inflammation of the eyes (excessive redness, glassy or discharge)
- ✓ Diarrhea
- ✓ Sore throat
- ✓ Fatigue
- ✓ Cough

\*If you are called to pick up a sick child, after one hour, you will be charged a late pickup fee of \$10 for every 10 minutes past the 1 hour. If your child is sent home due to illness, he/she cannot return to camp until he has been free from symptoms for 24 hours without the use of a fever reducer. This is to stop the spread of illness to the other children and staff.



# ILLNESS

If your child exhibits any symptoms of Covid 19, please have him/her tested before returning to camp.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to camp.

- ✓ Mood, appetite, behavior and activity are again normal
- ✓ Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)
- ✓ Pain (earache, cramps, headache, etc.) resolved
- ✓ No fever for 24 hours without a fever reducer
- ✓ Vomiting, diarrhea cleared for 24 hours
- ✓ Frequent coughing, excessive nasal discharge resolved

# ALLERGIES

Many children have severe allergies to peanuts and other foods. If your child has a severe allergy to anything, it is your responsibility to notify us upon registration. We will take all reasonable precautions to prevent allergic reactions. We cannot guarantee that our camp will be an allergy-free zone. We do not allow peanut products, but we can't eliminate the possibility that someone outside of camp may have it in our area. If your child has an epi-pen, please label it and give it to the camp leader at drop off. We will keep it in our first aid kit for the duration of the day. Please be sure to check off the permission to give first aid treatment on the registration form.

# DRESS CODE

Campers must wear simple, non-restrictive clothes. Please have your child wear clothes that can get muddy, stained, and possibly ruined. Have your child dress appropriately for the weather. We will go outside even when it is chilly. Sneakers with non-marking soles shoes are required for gym time. Please have your child wear well-fitting and appropriate shoes. We run, climb, jump, and play organized games throughout the day. Toes get hurt in sandals and flip-flops and neither are appropriate for camp.





# THINGS TO BRING TO CAMP

- ✓ Swim suit on swim days (goggles optional)
- ✓ Sneakers
- ✓ Labeled water bottle
- ✓ Lunch
- ✓ Snacks (optional)
- ✓ Sunscreen

Leave toys at home, we have plenty of activities for your child at camp.

# CAMP FEES

## FAMILY MEMBERSHIPS

**5 days of camp** \$270  
**3 days of camp** \$190  
**Daily rate up to 4 hrs** \$40  
**Daily rate over 4 hrs** \$70

## OTHER MEMBERSHIPS

**5 days of camp** \$300  
**3 days of camp** \$210  
**Daily rate up to 4 hrs** \$50  
**Daily rate over 4 hrs** \$80

## EXTRAS

**Additional siblings** 20% discount\*\*  
**Swim lessons family membership** \$15 per lesson  
**Swim lessons other membership** \$17 per lesson  
**Field trip transportation fee** \$10-\$20 (dependant upon field trip type)  
**Late fee:** \$10 per child for every 10 min past closing

\*\*With the exception of swim lessons & field trip fees.