

Camp Raven

Summer Info Sheet

Required Prior to Attending Camp Raven

- **1st – 12th Emergency Form and Pick Up Pass** (Current families don't need to complete a summer emergency form but update information if it has changed by emailing frontdesk@riverfield.org.)
- **Immunization Record** (most current) Please email to frontdesk@riverfield.org prior to your child's first day of camp.

Hours of Operation

Campus will be open from 7:45am-5:30pm
Camp Hours are 8:30am-3pm

What to Bring Every Day

(Label everything with first & last name)

Backpack with the following:

- Swimsuit, beach towel, and a pair of shoes suitable for getting wet. NO flip-flops.
- Complete change of clothes in Ziploc bag - shirt, shorts, underwear, socks, shoes
- Water bottle with lid that closes for daily use
- Sunscreen SPF 15+ (campers may not share due to allergies). Please apply at home and bring to reapply.
- Bug spray (campers may not share due to allergies). Please apply at home and bring to reapply. Consider a sunscreen/bug spray combination.

Daily Clothing

- Campers should wear t-shirts that cover midriff with jeans or appropriate length shorts. Campers must wear sandals with heel strap or tennis shoes and socks. Crocs or water shoes may be worn to the pool and for water play. Sandals, flip-flops, dress shoes, cowboy boots, etc., are NOT appropriate for activities in which campers participate. Hats are welcome for sun protection.

Financial Information for Camp Raven

Camps will be charged the first day of each camp week for tuition, Extended Day, and/or lunch. Camps should be paid upon receipt of invoice unless you have set up Auto Pay in FACTS.

A late payment of 5% of any past due amount will be charged on the 1st of each month. Tuition and fees are non-refundable except for camps canceled due to low enrollment. No cancellations are allowed for any summer camp after May 1. Requests for changes in enrollment will incur a \$25 fee per change. No refund is given for absences.

FACTS Users: Invoices from FACTS will be emailed the first day of each camp. In FACTS, you can set up Auto Pay, charges will be drafted from your bank account or charged to your credit card (credit and debit cards will include a 2.95% service fee) on the invoice due date. If you do NOT set up Auto Pay, you should manually make the payment in FACTS using a bank account or credit card.

Arrival Times/Drop Off Procedures

- Extended Day campers can arrive any time after 7:45am. Camp Day campers can arrive between 8:15 and 8:30am.
- All campers will be dropped off in the carline at the rear door of the Main Building until 8:45am. Late arrival campers must come inside the front doors of the Main Building.
- Please call by 8:30am to report any absences or delayed arrivals. Groups depart for recreational swimming by 8:35am and field trips by 9am. Any time you enter the building, be sure to park in the parking lot, NOT along a circle drive or the curb. These areas are fire lanes!

Dismissal Times/Pick Up Procedures

- Camp Day campers can either be picked up in 3pm carline at the back door of the Main Building or picked up from the classroom.
- After 3pm, Extended Day campers can be picked up at the front of the Main Building by calling the front desk, or a parent can park and come inside to pick up the camper's classroom.



Pick-Up Passes (1st – 5th grade only)

- A Permanent Pick-Up Pass must be completed and on file. If someone not listed on the Permanent Pick-Up Pass plans to pick up your child, you may complete a Temporary Pick-Up Pass at the front desk or email frontdesk@riverfield.org, kredmond@riverfield.org, and bknight@riverfield.org with the authorized person's name. Please give several hours' notice in these circumstances.
- We only permit children to leave with others when we have written authorization, and we will ask for identification. Please notify relatives/friends of this policy in advance.

Extra Hour Requests/Late Pick-Ups

- If your child is not enrolled in Extended Day for the camp week and needs to come prior to 8:15am or stay later than 3pm, you can complete an Extra Hours form at the front desk. It is not guaranteed that there will be room for your child, but the Camp Directors will check numbers and confirm. The cost for extra hours is \$16/hour and is billed on the quarter hour.
- Make every effort to arrive on time for your child's departure. If you are going to be late, call 918-446-3553 to arrange for your child's care until you arrive. A late fee of \$1.00 per camper for each minute is charged when children are not picked up on time, by 12:30pm, 3pm, or 5:30pm as enrolled.

Food

- Camp Raven is a nut-free environment. Do not bring nuts or nut products anywhere on campus.
- Breakfast should be eaten before camp and breakfast may NOT be brought into the building.
- Camp lunches are optional. If lunch is to be provided by Riverfield, lunch must be included during enrollment and be paid with tuition. **Daily lunch orders are not available.**
- Campers who bring their lunch should bring a well-balanced meal in unbreakable container. Meals must be "ready to eat"; no microwave or refrigerator is available to campers.
- No Gum.

Communication During the Camp Day

Contact Camp Directors, Kirsten Redmond kredmond@riverfield.org and Brooke Knight bknight@riverfield.org and they will relay information to your camper's teacher/counselor.

Safety & Outdoor Activities

- Outdoor activities will happen every day. A child who is too ill to go outside should not attend camp.
- Sunscreen and insect repellent should be applied at home no more than 30 minutes before arrival. Although our trails are sprayed for bugs and poison ivy, families should provide extra protection, especially for days planned in the woods.
- Campers will reapply their own sunscreen with assistance in the afternoon.
- Sunscreen and insect repellent are not to be shared among children due to possible allergic reactions.

Swimming and Water Activities

- Campers of all ages should bring a swimsuit and water shoes daily as water activities can be on any day.
- Campers will have recreational swimming at Camp Loughridge on Tuesdays, 8:30 to 10:15am. Camp Raven swimming group assignments change weekly, so make sure to be on time. Based on camp activities, some sports camps will not swim.

What to Leave at Home

- Campers should not bring toys and other small items such as money, jewelry, and watches. Additionally, electronic devices (e.g. cell phones, game systems, tablets, and smart watches) are not to be brought to camp under any circumstances.
- Guns, knives, and other weapons of any type are never to be brought to Riverfield. Students with any weapon will be sent home immediately and be subject to suspension or expulsion.

Important Health & Attendance Info on the next page >>>>>

Health, Safety, & When to Stay Home

By order of the Oklahoma State Department of Health, students may attend when they are well and fever-free. Any student will be excluded when his or her temperature is 100.4° or greater and/or if showing behavior changes or other signs or symptoms of illness.

- A student must be free of fever (99° or lower), diarrhea, and/or vomiting for 24 hours without medication before returning to camp. Riverfield reserves the right to deny attendance to any student who is ill, has not been out the required length of time, or still has symptoms. Some ailments (i.e. rashes, recurring diarrhea, and/or vomiting) may require written release by a physician who has examined the student.
- We ask that families be vigilant in keeping children who are symptomatic home from camp.
- If a student becomes ill during the day, parents will be notified and required to take the student home **immediately**.
- The family of any camper with a contagious illness or condition must report the condition to the school immediately so other families can be notified that a case has occurred.
- All students must have current vaccination records or an approved Oklahoma Certificate of Exemption on file before coming to Riverfield summer programs.
- Riverfield requires children to have medical insurance coverage and list policy information on the Emergency Sheet.

What You Need to Know!

Camp Hours: 8:30am-3pm

Campus open: 7:45am-5:30pm

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Top Camp Raven Rules

1. **Hydrate or Die-drates!** Keep those waterbottles full!
2. **Spray all day-keep the BUGS away!** Bug spray before & during the camp day!
3. **Reapply or you'll cry! Say NO to sunburns!** Apply sunscreen often!

Medications

- **No fever-reducing medicine should be given within six hours of attending camp.**
- We ONLY give Tylenol/Motrin for pain if directly advised in writing by a physician and if no fever is present. Students who are 6th grade and above may ask for over-the-counter medication if you have given that permission on the Emergency Form.
- Riverfield's preference is that medicine be dispensed at home. A prescription being given for a specific illness (after being examined by the student's physician) may be administered at Riverfield in a pre-measured single dose, in the original labeled container. The pharmacist should prepare a second labeled bottle for a pre-measured single dose to avoid accidentally leaving the medication at school overnight. Instructions for giving medication at school must be written on the form designated for each classroom. All medication, labeled with the student's full name, must reside in the medicine box in each Wing and cannot be kept in a cubby, backpack, or lunch box.

How to pack your Camp Backpack:

- **Swimsuit, towel, & watershoes**
- **Complete change of clothes, packed in a Ziplock bag**
- **Waterbottle with lid, filled**
- **Sunscreen SPF 15 & up + Bugspray**
- **LABEL EVERYTHING!!!**