

February 2020

Dear Parent(s)/Guardian(s) of Fifth Grade Students:

Camp Auburn is almost here! The fee for camp for 2020 will be \$165.00. Checks are to be made payable to Auburn School District. If you have questions regarding camp fees, please contact your school principal. Additional information, permission slips and medical forms will be sent home with your student in March. Keep one of the two medical forms for last minute emergency doctor's orders.

**A parent and student orientation meeting, hosted by the camp directors, is scheduled for Monday, February 3 at 7 p.m. at the Auburn Performing Arts Center, 702 4<sup>th</sup> St. NE, Auburn. An overview of the camp program will be presented, followed by a question/answer period.**

Your child will be camping at Lake Retreat Baptist Camp, which is the facility used for Camp Auburn. Camp Auburn runs for a total of four days, Tuesday through Friday. Your student will return to their school on Friday afternoon, approximately 12:30 p.m. You will need to pick up your child from school on that day to collect their luggage as it cannot go home on the regular bus route.

**Changes were made several years ago to keep the cost of camp at the same rate. We will not have the camp facility on Monday evening, so there will not be an opportunity to deliver luggage or to view the camp. To help your child adjust to the camp routine, please do not plan to visit Lake Retreat while Camp Auburn is in session.** (Please save the printouts of the map and driving directions to Lake Retreat Camp in the event you need to pick up your child. Always make sure you sign your child in and out with the Camp Nurse located in Lundgren Lodge.)

**CAMP DATES & ELEMENTARY SCHOOLS**

**PERMISSION SLIPS/  
MEDICATION  
AUTHORIZATION  
DUE BY:**

<b>April 21-24</b>	<b>Hazelwood, Lake View, Lea Hill</b>
<b>April 28-May 1</b>	<b>Arthur Jacobsen, Terminal Park, Washington</b>
<b>May 5-8</b>	<b>Chinook, Dick Scobee, Gildo Rey</b>
<b>May 19-22</b>	<b>Ilalko, Lakeland Hills</b>
<b>June 2-5</b>	<b>Alpac, Evergreen Heights, Pioneer</b>

**MARCH 2**

Camp Auburn provides an opportunity for students to learn many useful things about their environment, make new friends, deepen current friendships and learn to live as members of a large group. It is the sincere desire of the Auburn School District administration that your fifth grade student have many positive experiences as a result of the Camp Auburn program. If you have questions, please contact the principal at your child's school.

Sincerely,



Rob Swaim  
Director - Athletics & Activities



February, 2020

Dear Parent(s)/Guardian(s) of Fifth Grade Students:

Camp Auburn is a unique and exciting experience. Two important elements that make camp function effectively are the Behavior Intervention Plan and having the right gear for the four days. We need your assistance with both of these elements.

Please review the Camp Auburn Behavior Intervention Plan with your child. The permission form includes a space for your signature that indicates you and your child understand the behavior plan and agree to abide by the consequences as stated in the plan.

Please assist your child in packing for their camp experience (see check list included in this packet). They will need appropriate clothing for four days. Campers will be carrying their gear 1/8 mile over unpaved terrain; consideration should be given to the type of luggage used. The size and weight should be in accordance with your child's ability to transport it. Typical gear would include a sleeping bag or bedding enclosed in a plastic sack and an appropriate sized suitcase, duffel bag or backpack.

**Pop and/or energy drinks are not allowed at camp.** Counselors have been instructed to confiscate any of these drinks that the campers may bring. Please check to see that your child has not included any in his/her luggage. **Also please be aware that others that stay in their cabin may have food allergies and we may have to package items that you send in a baggy to give back to them on Friday if they contain those allergens.** This will help in eliminating any unhappiness later. A final suggestion would be to include plastic sacks for dirty or wet clothing, muddy shoes, etc.

Last, please take the map located in this packet and keep it in a place you can easily find it. This will help during your child's week at camp if you need to find the location quickly.

Thank you,

Steve Christiansen  
Camp Director

sc/eh



## **BEHAVIOR INTERVENTION PLAN**

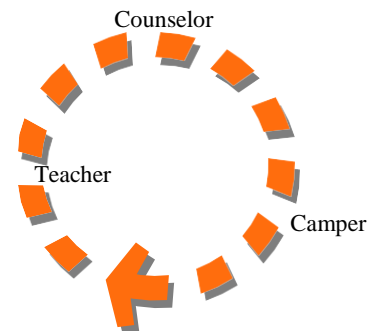
The student behavior intervention plan at Camp Auburn is designed to be administered as a gentle positive system of reminders of proper and accepted conduct for campers. As a matter of fairness to all, this is the only system that will be tolerated by the camp directors. It requires that each step be followed and every instance of misconduct or infraction of rules be brought to the camper's attention by faithfully following each step. Communication is critical to the successful implementation of the plan. The system is simple and direct. At the first offense the counselor reminds the camper of the accepted conduct. The second offense has the camper's teacher remind him/her of proper conduct. The third reminder and warning would come from the camp director. A fourth offense could result in the camp director sending the camper home. Certain behaviors may result in an automatic suspension from Camp Auburn:

- a. gross insubordination
- b. leaving the camp grounds
- c. possession of tobacco, alcohol, or non-approved drugs
- d. assault
- e. fire hazards, including fireworks, matches, lighters, etc.
- f. possession of any weapon or explosive device

The following is the step-by-step procedure to be followed when implementing the Camp Auburn discipline plan:

### **FIRST INTERVENTION (counselor reminder of proper behavior):**

- a. On a first offense the counselor takes the camper aside and reminds the camper that such behavior is not acceptable.
- b. The counselor records the incident on the student behavior card and the discipline sheet in the teacher's lodge.
- c. The counselor consults with the camper's teacher for intervention strategies, if needed.
- d. The counselor plans behavior changes with the camper.



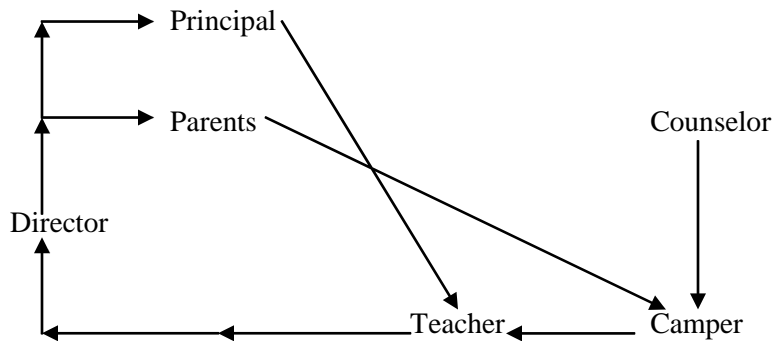
### **SECOND INTERVENTION (teacher reminder of proper behavior):**

- a. The counselor brings an instance of improper behavior for the second time to the camper's attention immediately.
- b. At the earliest opportunity the counselor informs the camper's teacher of the first offense and the present conduct in the presence of the camper.
- c. The teacher makes the decision whether such conduct merits an additional warning.
- d. If the camper receives a second warning the counselor records this on the behavior card and discipline sheet.

**-OVER-**↩

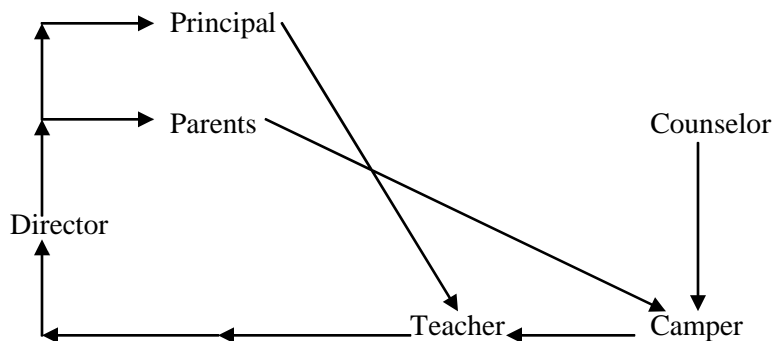
**THIRD INTERVENTION (director reminder of proper behavior):**

- a. The counselor brings an instance of improper behavior for the third time to the camper's attention immediately.
- b. At the earliest opportunity, the counselor has the camper inform the camp director and the camper's teacher of his/her first and second offense and details of the present situation.
- c. The director decides whether the conduct merits an additional warning.
- d. The director, teacher, and counselor involve the camper in planning ways to avoid future misconduct.
- e. The director calls the building principal and curriculum director and describes the offenses.
- f. The teacher and camper call the camper's parents. The camper explains all the incidents that led to his/her being placed on step three. The teacher concludes the call by answering any questions and explaining what could happen at step four.
- g. The counselor records the incident on the student behavior card and the discipline sheet.



**FOURTH INTERVENTION (removal from camp program):**

- a. The counselor identifies improper behavior and immediately brings it to the camper's attention.
- b. The counselor makes a second referral of the camper to a director. The director makes the decision whether the camper's cumulative behavior merits placement on step four.
- c. If the camper is placed on step four, the director calls the parent and the camper is taken home.
- d. The counselor records the incident on the student behavior card and the discipline sheet.
- e. The director calls the principal and curriculum director and notifies that the camper has been sent home.



**Communication is Key!**

# **CHECK LIST**

## **WHAT TO BRING TO CAMP AUBURN**

**TEACHERS:** All students will be limited to two (2) articles of baggage (a suitcase or duffel bag for clothing and toilet articles and a waterproof sack for their bedding). All baggage should be labeled with the student's name and must be able to be carried by the student.

<b>CLOTHING</b>	<b>Check off When Leaving Home</b>	<b>Check off When Leaving Camp</b>
Boots (optional)		
Shoes (sturdy) two (2) pair		
Hat (water resistant)		
Warm coat		
Rain coat/poncho		
Sweaters or sweatshirts (two [2])		
Shirts (four [4])		
Jeans (two [2])		
Shorts		
Socks (several pair)		
Underwear		
PJ's		
<b>BEDDING:</b>		
Pillow		
Sleeping bag or sheets and blankets		
<b>PERSONAL ITEMS:</b>		
Towel and wash cloth		
Soap		
Shampoo		
Toothbrush/toothpaste		
Comb, hairbrush		
Chap stick		
Deodorant		
Sunscreen		
Glasses, contacts		
Handkerchiefs or tissues		
<b>CAMPING GEAR:</b>		
Knapsack (book pack) for day hike		
Water container with lid (reusable)		
Large plastic bags for dirty or wet clothing		

### **WHAT NOT TO BRING!**

**PLEASE -- NO electronics of any kind, fishing poles, matches, lighters, knives, money, jewelry, watches, clocks, comic books, toys, pop, energy drinks, or other unsafe or distracting items.**



# CAMP & Bed Bugs Packing for Prevention

Whether they come to camp every year or this is their first trip, attending camp is an exciting time for children. Making new friends, exploring nature, and trying new things are all part of the camp experience and create memories that will last a lifetime. However, along with all the good parts of camp, a pesky little bug can also be part of the experience. In recent years, bed bugs have made a resurgence in North America. They are often found in hotels, multi-unit dwellings, and other structures that house people for short periods of time, such as camps. While bed bugs may be a nuisance, they do not transmit disease to people. The good news is that there are simple steps that can be taken to help ensure that children do not bring bed bugs to camp or back home. We are taking proactive steps in our camp facilities, please help us by following the packing advice listed below:

## PACKING FOR CAMP

- √ **Visually inspect items for bugs.** Take sleeping bags, blankets, and luggage out of storage, place them outdoors, and inspect them carefully for any signs of bugs or eggs
- √ **Tumble bedding and luggage in clothes dryer.** Place bedding or luggage in the clothes dryer and tumble them on a high heat setting for 30 minutes. The heat from the dryer kills bed bugs and eggs. For items that cannot be placed in a dryer, vacuuming or cleaning with soap and water or alcohol based cleaning products will kill bed bugs
- √ **Use a heavy gauge garbage bag as a liner in luggage.** Place all clothing inside the liner and tightly twist and knot to seal. This will help keep bed bugs out of clothing. In addition, place bedding in a separate garbage bag. Duffle bags are recommended as luggage for campers as they can be placed in a dryer.
- √ **Pack extra garbage bags.** Be sure to pack two extra garbage bags for your child. One bag will be used for all dirty clothing and the other will be used for dirty bedding.
- √ **Repellents.** Children should use insect repellent during the day to protect against mosquitoes and ticks. Repellents should not be used while sleeping on .

## COMING HOME FROM CAMP

- √ **Inspect items before you bring them indoors.** Inspect items that cannot be placed in a washer/dryer for evidence of bed bugs outdoors and clean if necessary before bringing them indoors. Place bedding and clothes stored in garbage bags directly into the washer/dryer. Dispose of the plastic bag outdoors.
- √ **Clean all camp items.** For items that can be laundered, use a hot water setting and tumble dry on high heat for at least 30 minutes. For items that cannot be laundered, such as suitcases, vacuuming or cleaning with soap and water or alcohol based cleaning products are other options.
- √ **Wipe off shoes.** Use rubbing alcohol or soap and water to wipe off the bottoms of shoes.

If you have any further questions, please feel free to contact your school's nurse or health tech.

# CAMP AUBURN MEDICATION AND HEALTH INFORMATION

Auburn School District No. 408  
Auburn, Washington

## CAMP NURSE:

There will be a licensed nurse at camp 24 hours a day in order to provide for the health care needs of students.

## MEDICATION:

The same state laws and district policies apply to the administration of medication at camp as those that apply to the administration of medication at school. A physician must write an order for each medication. The order must include the student's legal name, name of the medication, dose, time to be administered, and the route of administration.

### **ALL MEDICATIONS (PRESCRIPTION & OVER THE COUNTER) WILL BE CONTROLLED AND ADMINISTERED BY THE CAMP NURSE**

Any medication, including over-the-counter (i.e., topical lotions or creams, allergy medications, cold medications, throat lozenges, pain relievers, antibiotic ointments, upset stomach medications, vitamins, etc.), that your child may bring to camp will require a **written physician's order and parent/guardian's signature**. Medication Authorization Form is included in this packet. More forms are available at your child's school or on the school district's website.

All medications must be in their original container, and the container must be clearly labeled with the child's first and last name.

**\*Please send only the amount of medication your student will need for 3 days.\***  
**No vitamins please unless absolutely required.**

Individual medications with physician authorization should be delivered to the school **one week prior** to camp. On the last day of camp, medications will be returned to your child's teacher.

**Remaining medications need to be picked up by parents/guardians at the time of picking your child up at your school. Unclaimed medications will be kept for 14 days and then disposed of thereafter.**

\*Current medications and current medication authorization forms already at school (for example, Inhalers and Epi-Pens) will be sent to camp. There is no need to obtain new provider orders or medications.

**Contact the school nurse if you are unsure.**

# MENU

Camp Auburn

## BREAKFAST

## LUNCH

## DINNER

*Lunch for Counselors at  
School*

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*Breakfast Burrito  
Peaches  
Cold Cereal  
Milk/Orange Juice*

*Pancake on a stick  
Cold cereal  
Apple Slices/Grapes  
Oatmeal  
Milk*

*French toast w/ Maple Syrup  
Sausage  
Cold Cereal  
Milk/ Orange Juice  
Apple slices/grapes*

*Corn dog  
Macaroni & Cheese  
Baked beans  
Tomato, cucumber, carrots  
Apple slices  
Milk/Chocolate*

*Sloppy Joes on Bun  
French Fries  
Mandarin Oranges  
Celery/ Carrots  
Milk/Chocolate*

*(CAMPOUT)  
Hotdogs & Buns  
Ketchup & Mustard packets  
Cheezits  
Carrot Sticks  
Apple Juice/Milk*

*Cheese stick  
Goldfish Crackers  
Apples  
Carrots  
Milk/Chocolate*

*Mashed Potatoes with  
Chicken tenders  
Corn/Grapes  
Rolls & Butter  
Milk/Chocolate*

*Barilla Spaghetti with  
Marinara/meat Sauce  
Salad/Ranch  
Bread stick  
House Dressing  
Milk/Chocolate*

*Pizza  
Cheese/Pepperoni  
Salad/Ranch  
Peaches  
Milk/Chocolate*

*all items subject to availability*

*\*gluten free cereals available upon request*





## MEDICATION AUTHORIZATION FORM

For ALL prescription or over the counter medications administered at school

**Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**HEALTH CARE PROVIDER complete this section** (MD, DO, ND, DMD, PA, or ARNP) **Please Print**

<b>Medication:</b> Name/Dose/Time/Route	Medication	Dose	Route	Time
<b>Reason/Diagnosis:</b>				
<b>Side Effects:</b>				
<b>Repeat Dose?</b>	May repeat every: _____			
<b>Is student Capable of Self-carry &amp; Safe Administration?</b>	<input type="checkbox"/> <b>NO - Student may not self-carry or administer</b>			
	<input type="checkbox"/> <b>YES - Student may self-carry/administer</b> <b>Student has been trained in:</b> Purpose, method, frequency, and safe carry of this medication			
<b>Authorization for:</b>	<input type="checkbox"/> <b>THIS School Year</b> (includes Summer) <input type="checkbox"/> <b>Other dates:</b> _____			
Signature: Licensed Health Care Provider			Phone: _____	
Print Name			Date: _____	
			Fax: _____	

**PARENT/GUARDIAN complete this section**

I request authorized school staff to assist my student in taking the medication in accordance with instructions indicated above as there exists *a valid health reason which makes administration of medication advisable during school hours*. Medication may be administered by an unlicensed assistive staff member.

**Self-Carried and Administered by Student**

**ALL Grades:** I request my student Self-Carry and Self-Administer Asthma/Anaphylaxis medication.  
(Requires School Nurse approval: Approval Granted by: \_\_\_\_\_)

**Only Grades 6-12:** I request my student Self-Carry and Self-Administer this medication.  
Student carries only 1-day supply. **EXCLUDES: Controlled Substances**  
(Requires school nurse approval: Approval Granted by: \_\_\_\_\_)

- I will provide medication in the original labeled container.
- I understand that the School Nurse may contact the prescriber regarding questions related to this medication.
- I understand the responsibility of self-carrying medication at school; school staff will not be able to track compliance.
- As the parent/guardian/or other person in legal control of the above student I agree to hold harmless and indemnify the school and Auburn School District's officers, employees, and agents against all claims, judgements, or liabilities arising out of self-administration and self-carrying of medication by student.
- I understand the student, if approved to carry medication, will carry the one day supply in the original labeled container.

Signature: Parent / Guardian / Student                      Date: \_\_\_\_\_                      Phone: \_\_\_\_\_



Student Special Services • 502 Fourth Street NE • Auburn, WA 98002

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**SUBJECT: ADMINISTRATION OF MEDICATION AT SCHOOL and SEVERE ALLERGIC REACTION**

In order to administer medication at school, whether prescription or over-the-counter drugs, state law and school district policy requires:

1. **An Authorization for Administration of Medication at School** form completed by parent/guardian **AND** a licensed health care with prescriptive authority (MD, DO, ARNP, DO, PA, DMD).
2. The licensed health care provider must include the name of the medication, the dosage, the possible risks, and the reason the medication needs to be given at school.
3. Medication must be in the original container, properly labeled, with the child's name clearly printed.
4. The permission and instructions are good for only one school year.
5. Medications that need to be carried by the student, such as an inhaler or EpiPen must be specifically ordered by the Health Care Provider i.e., "student to carry at all times".

**This requirement applies to all forms of medications, even over-the-counter preparations.**

Medications are stored in the health room unless otherwise directed by the student's health care provider. Please be aware that stored medications may not be available during non-school hour. If you are unable to obtain a note signed by the doctor, you must come to the school office and personally administer the medication to your student. Medications should not be brought to school by the student except for medications that are carried and self-administered (requires HCP note).

**In the event your student experiences an *allergic reaction*** (i.e., to bee sting, insect bite, food, medication) at school or on a field trip, school personnel will respond in the following manner:

1. The student's condition will immediately be evaluated and first aid care given as needed.
2. If the student has a history of a severe allergic reaction, the student is required to have an EpiPen at school with the necessary paperwork from your health care provider before the student starts school.
3. 911 will be called.
4. If the parent/guardian or emergency contacts are not available for consultation and if immediate observation or treatment is urgent (in the judgment of school authorities or emergency personnel), your student will be transported by ambulance to the nearest hospital emergency room.
5. It is the responsibility of the parent/guardian to ensure the necessary emergency medications are available to their student after school hours and while traveling to, from and during school events.

Please contact the school nurse if you have questions regarding this or any other health concern.

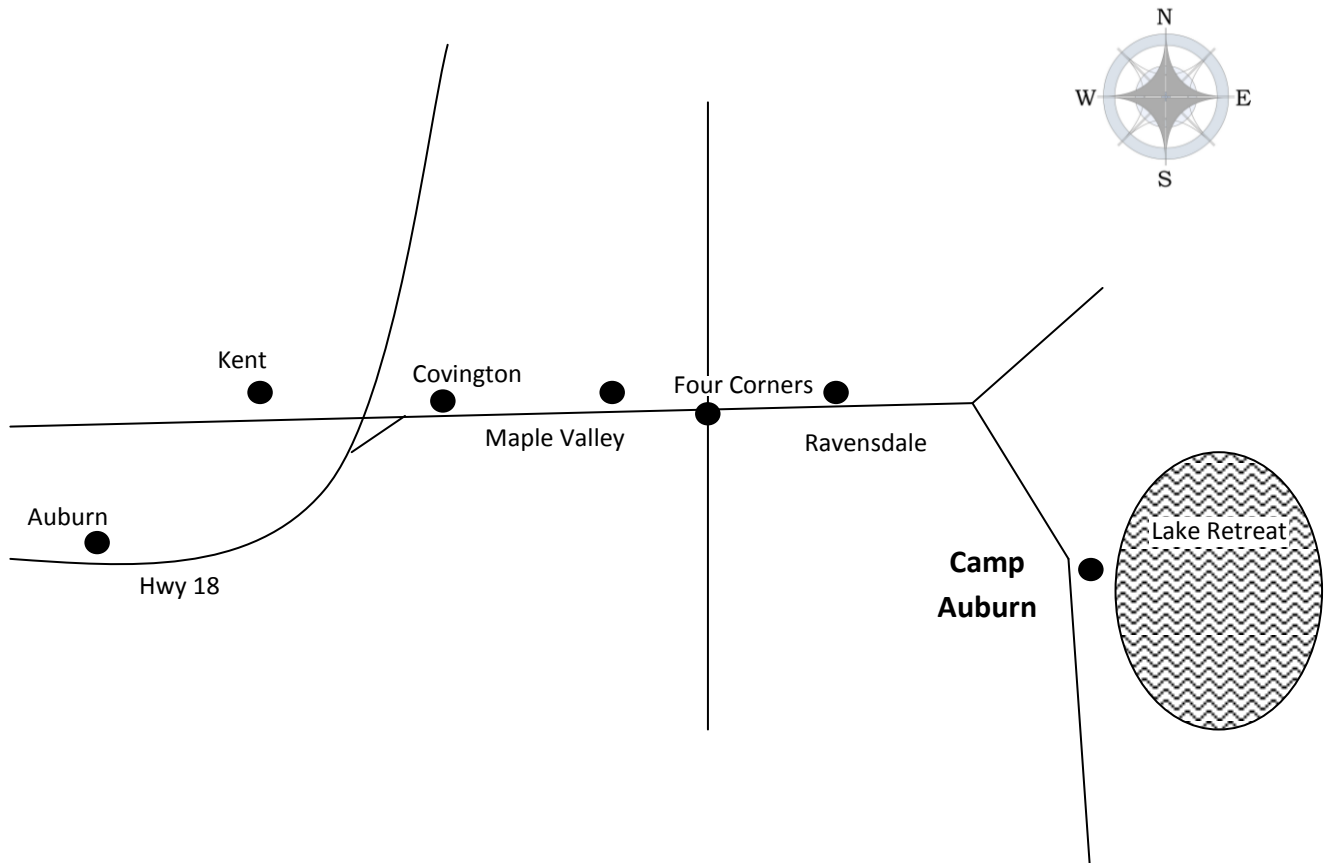


## Directions to Camp Auburn

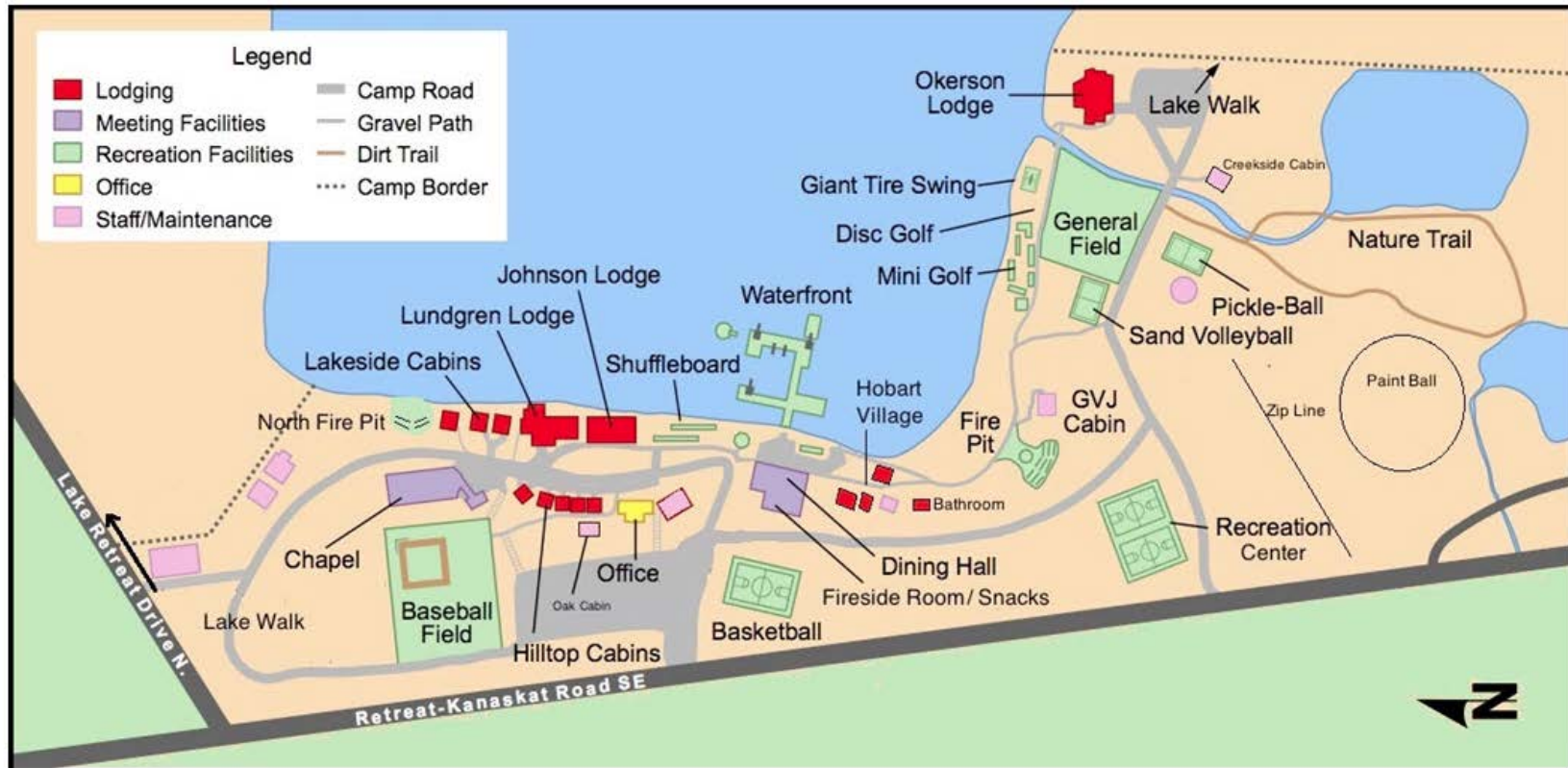
- From Auburn, travel Northeast along Highway 18 for 7 miles
- Exit at Jct. 516 (SE 272<sup>nd</sup> St. Kent)
- Turn right and travel East on Highway 516 for 7 miles. This road passes through Covington, Maple Valley, Four Corners and Ravensdale.
- About 1/2 a mile past Ravensdale the road splits into a “Y”. Stay to the right (Kanaskat) and Camp Auburn is 1/4 mile ahead on the left side of the road.

Lake Retreat Baptist Camp & Conference Center  
27850 Retreat-Kanaskat Road SE  
Ravensdale, WA 98051

Map is not to scale



# GROUNDS MAP



Lake Retreat Baptist Camp & Conference Center

27850 Retreat-Kanaskat Road SE

Ravensdale, WA 98051

Please return this form promptly

Date Due:

Date Received:

### Camp Auburn Permission Form

Auburn School District #408

Cabin #

School

*Leave this space blank for nurse*

This form serves as a multi-purpose permission form for Camp Auburn. The form covers the general field trip and transportation to Camp Auburn, medical information, emergency treatment and transportation, and behavioral expectations and consequences. Please read all the materials in the attached packet and complete the entire form. It is very important that you supply all of the information accurately and completely. Please provide all requested information. **Do not leave any spaces blank.**

Student's Full Name:	Birthdate:
Home Address:	City/State/Zip:
Parent/Guardian Name(s):	Primary/Evening Phone:
Parent/Guardian Name:	Cell/Work phone:
Parent/Guardian Name:	Cell/Work phone:
Emergency Contact & Phone:	Emergency Contact & Phone:
Medical Doctor: Phone:	Dentist: Phone:

**\*\*\*\*Please circle YES or NO on each of the following questions. (Confidential Information)\*\*\*\***

1. I have read and discussed the discipline intervention plan with my child. YES NO

***Below are medical and health history questions. Please provide specific information if you reply "Yes."***

***Use the back of this page if necessary. ALL MEDICATIONS AND MEDICATION FORMS NEED TO BE TURNED IN AT LEAST ONE WEEK PRIOR TO CAMP!***

1. Will your child be taking specific medications prescribed for them at camp? YES NO

(This includes over-the-counter medications. **Do Not** send large sized containers)

If YES, please write the name of medication below and have your doctor/dentist complete and sign the enclosed **Authorization for Administration of Medication** form and return it along with the medication **one week** prior to camp.

Medication(s) \_\_\_\_\_

- Does your child have a medical problem: \_\_\_\_\_ YES NO

(Such as asthma, heart condition, seizures, diabetes, orthopedic, etc.) **Please list.** (More space on the back)

2. Does your child have any allergies (including insect, food, medication, and/or seasonal)? YES NO  
(Please be specific): \_\_\_\_\_

3. Does your child have any physical limitation which would require accommodations in the camp environment? \_\_\_\_\_ YES NO

4. Does your child need to be awakened during the night (to use the restroom or for any other reason)? YES NO

**NO PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IS ALLOWED IN LUGGAGE**

### PARENT/GUARDIAN CONSENT

I request that the above named child be included in the Auburn School District Outdoor Program (camp). I understand that inclusion means compliance with all the policies and procedures of camp. I understand that my child will travel by district bus to camp. I understand that in the case of serious illness/injury, school district personnel may call the above named physician. If he/she is not available, school personnel may transport my child to the nearest medical facility for emergency treatment. I understand that every attempt to contact me will be made. It is also my understanding that the camp will apply the discipline behavior intervention plan if necessary for my child. Certain behaviors may result in automatic suspension from camp.

Signature of Parent/Guardian

Date

***PLEASE SEE THE BACK OF THIS PAGE FOR MORE IMPORTANT INFORMATION!***

**All Auburn School District policies and Washington State Laws for Medications and Life-Threatening conditions apply at camp!**

**Medications at school: (RCW 28A.201.260 and 270)) Life-Threatening Conditions Law: (RCW 28A.210.320)**

- If your child has an unexpired inhaler and/or auto-injector Epinephrine at school with complete medical provider orders and parental consent, in most cases you will not need to obtain new orders or medications. Your child's medication and paperwork will go from school to camp with your child's teacher.
- Please contact the school nurse or health tech if you are unsure about the need to obtain provider orders and medications for camp or have additional questions.
- We kindly ask that Vitamins and large containers (Costco sized bottles) of medications not be sent unless absolutely necessary. Storage space at the camp site is very limited. **Please send only a 3-day supply of medications.**

**ADDITIONAL SPACE FOR:**

- **MEDICATION LIST**

- **MEDICAL CONCERNS/FOOD ALLERGIES:**

- **PHYSICAL LIMITATIONS OR NEEDS:**

*The nurses and health techs would like to express our gratitude to you for providing complete and detailed information regarding your student's health and medical needs during camp. It is our goal to provide a safe and healthy experience for all Auburn School District campers!*

***Thank you!***

**Please contact the health room staff at your school or go to [www.auburn.wednet.edu](http://www.auburn.wednet.edu) under "Families" and "Camp Auburn" for more information and forms.**